**TRAINING MODULE DESCRIPTION
National Pilot courses (WP06)**

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| Course title | Foundation programme for Volunteer Managers (SPAR programme/Culture Guides). |
| Target group of the course (+possible prior requirements towards learners) | Recruitment will be aimed at cultural organisations working across the North West of England who run a SPAR/Culture Guide programme and work in rural or sparsely populated area. Attendees must already have recruited volunteers as part of the programme and want to further develop their volunteer management skills. |
| Title of the course module | 2 day training course  |
| Duration of the course module (1 training hour = 45 min) | *4 modules each 3 hours long.* |
| Number of course participants (trainees) | *8 beneficiaries* |
| Goal(s) of the module (learning objective(s) | Enables attendees to understand how volunteer management relates to their role and how best to engage volunteers, whilst also promoting cultural participation and engagement, targeting rural and sparsely populated areas. As part of the two days, managers will be better able to support volunteers, prepare and plan tasks, recognise both individual and group contributions and finally manage any problems or grievances that might result over the volunteer placement period.  |
| Merits content of the module (subjects/topics) | 1. Recruiting, Retaining and Managing Volunteers2. Successful Team Working3. Marketing and Promotion of your group and local services4. Effective community based meeting skills |
| Working (teaching) methods proposed  | *Direct teaching will be carried out by professional tutors, all employed by Lancashire Adult Learning Team. They will employ a number of learning methods: direct teaching, group work, seminars, discussions and role play. They have significant experience in delivering learning support and workshops for volunteers and this package of support is in line with the needs assessment carried out previously by Super Slow Way and Voluntary Arts. The workshops will enable participants to produce a handbook for their Culture Guide volunteers which can be used to outline rights and responsibilities and deal with issues such as grievances, barriers, travel, expenses and organising arts activities in dispersed communities.* |
| Learning outcomes  | On completion of the modules, the volunteer managers will be able to:- Understand and explain the wider context for volunteering and how this relates to their role and the Culture Guide programme.- Identify why volunteers may wish to engage with their organisation and what are the issues that relate to engaging volunteers in sparsely populated areas.- Identify what would indicate success for their volunteering engagement - Establish the extent of their own role in managing volunteers - Review different approaches and methods to engaging volunteers - Apply the principles of volunteer role design and cultural engagement.- Identify skill gaps- Explain the process of matching volunteers to roles within their project  |
| Measure of the learning outcomes(s) (+ templates of the assessment form) | Assessment will be through the gathering of a portfolio of evidence, including course materials and examples of best practice documentation e.g. newsletters, press releases, handbooks, guidelines, policy documents. Individuals will also be asked to produce a self reflective log/diary. The two day course will be formally evaluated through a self assessment questionnaire which all attendees are asked to complete at the end of their 2 day programme. |
| Evaluation methods proposed(+ templates of the evaluation form) | *Evaluation criteria:**- Attendance at all sessions**- Completion of course work.**- Production of a self-reflective log**- Participation in group activities or role play**- Examples of materials collated to be displayed in their portfolio, including handouts and evidence gathered.* *- Production of presentation materials*  |
| Profile of the trainer(s) | *The trainer vocational profile**a) experienced trainer who has worked with volunteer managers previously**b) is able to adapt and adjust their learning methods and approaches according to the diverse needs of the group**c) holds relevant professional qualifications* *d)has had direct experience of volunteer management**e) understands what pulls and pressures may exist when working in a rural or sparsely populated area.* |
| Course materials for the trainer proposed  | We would expect that the trainer/s would abide by the standards of Investors in Volunteers which is the gold standard in Volunteer Management. This programme is run and managed by the National Council for Voluntary Organisations (NCVO). |
| Course materials for the course participants (trainees) proposed | Course notes, presentations, handouts and examples of best practice will be available to beneficiaries.All materials, including lesson plans and handouts, will be available on the SPAR website for downloading.All attendees completing the two days will be awarded a certificate from Lancashire Adult Learning. |

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Bielsko-Biała, 15 of May 2017