



# SAINT JOHN VOLUNTEER CENTRE

## TRAINING RESOURCES

Topics available in one or more formats:  
customized workshops, consultations, Noon  
Nugget Sessions & seminars.

- Operational Needs Assessment
- Risk Management Assessment
- Board Development/Essentials of Successful Boards
- Board/Staff Relations (Includes Conflict Resolution & Team Building)
- Legal Issues
- Risk Management (includes Screening)
- Lifecycle of a Board Member
- Recruiting Board Members
- Role of the Board
- Strategic Planning
- The Boards Role in Leading & Supporting the Volunteer Program
- Effective Proposal Writing
- Fundraising
- Goal Development and Achievement
- Managing Change
- Time Management
- Planning & Goal Setting
- Effective and Efficient Meetings
- Developing Effective Policy on Screening
- Beyond Police Checks
- Creating an accessible and inclusive environment
- New strategies for involving older adults
- New strategies for involving youth
- A Matter of Design: Job design theory
- Interviewing & Recruiting Volunteers
- The Right Volunteer in the Right Position
- Motivating and Rewarding Volunteers
- Designing Volunteer Jobs
- Program Evaluation
- Information technology/ Social media
- And more.....

## NOON NUGGETS:

One hour workshops offered at lunch time once a month, a great opportunity to increase your knowledge of Board Development and Volunteer Management topics. These sessions also provide a venue for networking. Registration \$25 per person.

## OPEN WORKSHOPS

Several times a year 2 -3 hours in length are offered on various topics.

## CUSTOMIZED WORKSHOPS:

Workshops can be customized to meet the needs of your organization. Experienced trainers can facilitate a variety of Board Development & Volunteer Management workshops, generally offered in up to three hour sessions

## CONFERENCE COORDINATION:

A coordinator can be hired to help manage the day of the event when using SJVC training at your next conference **\$150 per day.**

## KEYNOTE SPEAKER

Hire a speaker for your annual general meeting or luncheon.

## Saint John Volunteer Centre

Call 658-1555 or Toll-Free 1-877-332-1555  
sjvc.training@gmail.com



Twitter.com/SJ\_Volunteer  
Facebook.com/sjvolunteercentre  
www.volunteersaintjohn.com

## **ORGANIZATIONAL NEEDS ASSESSMENTS:**

An evaluation (ONA) can help pinpoint areas for growth in your agency. A Board **must have** at least 75% attendance to complete the ONA.

## **CONSULTATION SERVICES:**

Have an experienced trainer assist your agency staff or volunteers in some aspect of planning or development. The first hour is complimentary.

## **INABILITY TO PAY FOR A WORKSHOP:**

The Saint John Volunteer Centre will not refuse access to Board training opportunities for **member agencies** if cost is a problem. This will be based on a written request from the Board of Directors of the requesting organization.

## **PAYMENT OF WORKSHOPS**

Please make Cheque out to:  
Saint John Volunteer Centre  
P.O. Box 7091, Station A  
Saint John, NB E2L 4S5

If an invoice is required, please contact the Training Resources Coordinator.

**[www.volunteersaintjohn.com](http://www.volunteersaintjohn.com)**

## **CANCELLATION POLICIES**

Fifty percent of the open and customized workshop fees will be invoiced once, confirmation of the workshop details have been completed. This will apply as a deposit toward the full amount. Cheques are to be made payable to: Saint John Volunteer Centre. For cancellation LESS than one week before a workshop, no refund may be claimed.

For cancellation between one week and a month prior to the workshop, money will be refunded less \$50.00 administration fee.

When registration falls below identified minimum for a workshop, the workshop will be cancelled. Participants will be contacted by phone and monies refunded by cheque. Facilitators and participants will be given one week notice.

## **ADDITIONAL EXPENSES**

The Agency booking an out of town workshop will be responsible for all costs incurred including travel ( .37 per km.) meals, overnight accommodations, and parking.

The cost of reproducing handout material for over 20 people is the responsibility of the Agency requesting the workshop.

## **TRAINING MATERIALS AND RESOURCES ARE PRODUCED BY:**

United Way of Canada – VLDP (Volunteer Leadership Development Program) and Volunteer Canada, and may be customized by local trainers.



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