**COACHES DEVELOPMENT WORKBOOK & ACTIVITY GUIDE**



Name:

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**7. RDA KNOWLEDGE**

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**3. VOLUNTEER MANAGEMENT**

You will be looking at:

1. Volunteer recruitment

2. Volunteer application forms.

3. Volunteer training

4. Retaining Volunteers

5. Insurance for Volunteers.

**Aims**

Your aims are to understand the importance of volunteers and promote RDA as a voluntary organisation.

**Objectives**

By completing this section you will be able to:

 Recruit new volunteers.

 Support volunteers with the application process

 Support volunteers with the induction and training.

 Understand the importance of motivating volunteers.

 Explain RDA insurance cover in relation to RDA volunteers

**VOLUNTEER HELPERS**

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| --- |
| 1. Suggest three effective methods of recruiting new volunteers? |
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| 2. Complete the Volunteer application form and read the guidance on Completing a Disclosure check |
| 3. Can you state what training is available for helpers at: |
| a) Their Group? |
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|  |
| b) RDA UK? (County, Region, N.O.) |
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| 4. Why is it Important that volunteers feel motivated? List how you might motivate volunteers. |
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| 5. Volunteers are covered by public liability & personal accident insurance please briefly explain the difference between the two types of cover? |
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**VOLUNTEER HELPERS**

Prepare and carry out a training session for volunteers.

Complete the questions below before doing the training session.

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| 1. How are you going to organise your training session? |
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| 2. What it will cover exactly? |
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| 3. Will you need any special equipment to help with your session ? |
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| 4. Do you need to prepare any handouts? If yes, what should they cover (include a copy)? |
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**VOLUNTEER TRAINING SESSION**

Observation sheet—Ask someone to watch you carry out the following tasks.

|  |  |  |
| --- | --- | --- |
| 1. Did the new coach stick to his / her original plan? | |  |
| 2. If not, why? | | |
|  | |  |
|  | |  |
|  |
| 3. Was the content: (ring the appropriate one)  a) very good  b) good  c) acceptable or  d) needs improving? | | |
| 4. Was the overall impression generated throughout the training  session:    a) very good  b) good  c) acceptable or  d) needs improving? | | |
| 5. Any further comments? | | |
|  | |  |
|  | |  |
| Observer……………………… Date…………………... | | |