



Upcoming Workshops from Volunteer Fairfax *June – August 2017*

- ◆ **Basic Boot Camp, June 1** ◆ **Secrets to Successful Meetings, June 7** ◆
- ◆ **Advanced Boot Camp, June 28** ◆ **Showing Volunteer Impact, July 19** ◆
- ◆ **LinkedIn: Grow Your Own Professional Network While Expanding Your Nonprofit's Reach and Reputation, August 3** ◆

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Volunteer Management Boot Camp 101– The Basics!

Thursday, June 1, 2017 9:30 am – 12:30 pm

Location: Volunteer Fairfax, 10530 Page Avenue, Fairfax, VA

Who should attend: New volunteer managers, coordinators and team leaders!

In-Person Workshop

Come learn the basics of volunteer program planning, recruitment and supervision. Whether new to the volunteer management arena or are just in need of a basics refresher, this opportunity is for you. We've trained hundreds of the area's top volunteer management leaders. It's also great for volunteer team captains! We will cover key volunteer management steps including: Identifying what sells your volunteer opportunity ◆ Placing the right volunteer with the right task ◆ Saying "thank you" affordably ◆ Providing high impact annual volunteer performance reviews and ◆ Saying NO to volunteers (but keeping them as donors)

Plus you will receive a thorough training manual to take home and refer to often during your daily volunteer management challenges.

Cost: \$65 - \$85



Secrets to Successful Meetings

Wednesday, June 7, 2017, 8:30 am – 9:30 am

Webinar

Who should attend: Executive Directors, board chairs, and any others who lead meetings.



Whether working with boards or committees, any meeting should be a well-planned meeting. It can move your work forward with vision, cohesive decisions and supportive good governance. This workshop will address what needs to be done before, during and after your next meeting. We'll address common challenges faced at board, committee or staff meetings...and strategies to focus on now and actions to avoid in the future.

Cost \$39 - \$59

Advanced Volunteer Management Boot Camp 201

June 28, 9:30 am – 12:30 pm

Location: Volunteer Fairfax, 10530 Page Avenue, Fairfax, VA

Who should attend: Volunteer managers, coordinators and team leaders ready to increase their volunteer management skills. It's a great companion class to the Basic Boot Camp, too!

In-Person Workshop

Delve deeper to increase your volunteer management leadership skills. The three-hour intensive class will increase your volunteer recruitment, screening, supervision, and retention activities. We will cover effective screening techniques, giving feedback, coaching and mentoring, tips for managing up and down and methods for keeping volunteers engaged in your program.

**ADVANCED
BOOTCAMP**

This opportunity is great for volunteer managers with growing responsibilities and veteran volunteer managers who need to refresh their skills. It's is great – but not required -- for those who have attended the Volunteer Fairfax Basic Volunteer Management Boot Camp.

Cost: \$79 - \$109

Registration to any Volunteer Fairfax training can be found here: [Volunteer Fairfax Trainings](http://www.volunteerfairfax.org) or at www.volunteerfairfax.org

Showing Volunteer Impact

Wednesday, July 19, 2017 8:30 - 10 am

Webinar!

Who should attend: Volunteer managers, coordinators, communications specialist, grant writers



As a volunteer manager, you make a difference. Your volunteers make a difference, too. Why don't people notice this? Improving how we communicate our volunteer impact can make a difference to your volunteers (in quantity and quality), impact your organization and increase your job satisfaction. This workshop will talk about data: what you have, what you need and what others can provide (for free) to communicate your volunteer impact. We will address the wide variety of audiences important to volunteer managers -- whether

the audiences know it or not. This is a great workshop whether new to the field or those who feel like they already know it all, but no one else does.

Cost \$39 - \$59

LinkedIn: Grow Your Own Professional Network While Expanding Your Nonprofit's Reach & Reputation

Thursday, August 3, 2017, 9:00 am – 10:00 am

Location: Microsoft Store, Tysons Corner Center,
1961 Chain Bridge Road, Tysons Corner, Virginia

Who should attend? Nonprofit networkers, communicators and volunteer managers.



LinkedIn is an online network of professional relationships, used to present yourself and your qualifications, grow your network, and connect with new nonprofit opportunities. Since the time Microsoft purchased LinkedIn in 2016, the social media digital tool (and associated capabilities) has offered new ways to connect and communicate. In this hour-long workshop, you'll learn to create a compelling profile of your capabilities and accomplishments and grow your nonprofit organization's professional reach and reputation.

Cost: \$19 – 39

If you have any questions about any of the upcoming workshops, please contact Susan Sanow, Special Projects Manager, ssanow@volunteerfairfax.org or at 703-246-3534.

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