



VOLUNTEERS / NFP ORGANISATIONS TRAINING NEEDS	
Name of organisation:	
Contact person:	Date:
Location:	Phone Number:
Email:	

Please number from 1 onwards, the training your organisation would like.

MANAGEMENT /COMMITTEE/BOARD	
<input type="checkbox"/> Governance	<input type="checkbox"/> Strategic planning
<input type="checkbox"/> Leadership	<input type="checkbox"/> Business planning
<input type="checkbox"/> Roles and responsibilities	<input type="checkbox"/> Policy and procedures
<input type="checkbox"/> Compliance	<input type="checkbox"/> Fiduciary duty
<input type="checkbox"/> Risk management	<input type="checkbox"/> Running Effective Meetings
<input type="checkbox"/> Performance Appraisals	<input type="checkbox"/> other
VOLUNTEER MANAGEMENT	
<input type="checkbox"/> Program planning	<input type="checkbox"/> Policy and procedures
<input type="checkbox"/> Job Descriptions	<input type="checkbox"/> Recruitment and Selection
<input type="checkbox"/> Training Material Development	<input type="checkbox"/> Staff/ Volunteer relationships
<input type="checkbox"/> Volunteer Appraisal	<input type="checkbox"/> Volunteer dismissal
<input type="checkbox"/> Retention and Recognition	<input type="checkbox"/> Safety Procedures
<input type="checkbox"/> other:	<input type="checkbox"/>
VOLUNTEERS	
<input type="checkbox"/> OH&S	<input type="checkbox"/> Rights and Responsibilities
<input type="checkbox"/> Safe Home Visiting	<input type="checkbox"/> Conflict of Interest
<input type="checkbox"/> Social Interaction	<input type="checkbox"/> Managing Challenging Situations
<input type="checkbox"/> Working with the elderly	<input type="checkbox"/> Conflict resolution
<input type="checkbox"/> Grievance Procedures	<input type="checkbox"/> Confidentiality
<input type="checkbox"/> Cultural Awareness	<input type="checkbox"/> Grief and Loss
<input type="checkbox"/> Duty of Care	<input type="checkbox"/> Team work
RESOURCES	
Do you have resources that need developing or updating?	
Other?	