



VOLUNTEER MANAGEMENT TRAINING COURSES 2010

SCREENING – BEYOND FACE-TO-FACE INTERVIEW

Why You Should Attend

How well you screen your potential volunteers determines the quality of your volunteers. Proper screening is the key to ensure that you recruit the right type of volunteers from the different personality types presenting a wide variety of behavioural characteristics. The course will discuss practical pointers on how to screen your volunteers.

Learning Objectives

By the end of the course, you will learn to:

- ❖ Identify appropriate screening tools and methods for use
- ❖ Conduct proper screening
- ❖ Apply screening intelligence to work-place situation

Course Outline

- ❖ Principles of screening – why, when, how?
- ❖ Application forms as a screening tool
- ❖ Engaging volunteers at an Orientation for screening purposes
- ❖ Setting screening procedures through group discussion
- ❖ Learning to make screening assessment through the use of case study

Target Participants

- ❖ Volunteer Programme Managers/ Coordinators
- ❖ Other staff members with responsibilities for volunteers or a volunteer programme in their organisations

About the Trainer:

Michael Loh is currently General Manager of Heartware Network, a charitable youth organization that engages Singaporean youths in meaningful community work to equip them with the social 'heartware' to be active citizens. Prior to his current appointment, he was the Volunteer Coordinator for Dover Park Hospice. It was during his tenure that the Hospice won the Inaugural NVPC National Volunteerism Award for Best Volunteer Management System (2001) and the President's Social Service Award for Best Volunteer Informal Group (2002).

Michael has extensive experience in training, having conducted a series of courses in volunteer management at the National Volunteer & Philanthropy Centre and SSTI since 2005. He has also been invited as conference speaker and workshop leader by organisations such as NVPC, SIF, the Central Singapore CDC and other non-profit organisations.

Michael has presented original research papers in volunteer management at international conferences including the IAHP World Congress in Osaka (2003), IAVE World Conference in Barcelona (2004) and IAVE Regional Conference in Hong Kong (2005). In 2006, he became the first Singaporean to publish an original paper in IJOVA (International Journal of Volunteer Administration, USA). Early this year (2008), he was invited to represent the Asian perspective in an on-line roundtable discussion on engaging Generation-Y in active volunteerism. This was published in the March 2008 edition of e-volunteerism, an on-line volunteer management journal by Energize Inc.

Michael is co-founder of MOVE (Managing and Organising Volunteer Efforts) and currently holds the position of Chairman.

Date	2 runs: 16 March 2010 (Tuesday)/ 6 July 2010 (Tuesday)
Duration	9 am – 5 pm
Venue	National Volunteer & Philanthropy Centre 6, Eu Tong Sen Street #04-88, The Central Singapore 059817
Course Fee	\$250 per pax (before funding) <u>Nett fee (after VCF funding):</u> For Singaporean and Permanent Resident Staff/Volunteer: \$50 per pax (after 80% VCF funding) For Employment Pass Holder / Work Permit Holder/Volunteer: \$100 per pax (after 60% VCF funding)
Enquiries	Please contact MOVE at 6227 6812 or training@move.org.sg