



# Employing Staff in the Voluntary Sector: Workshop 1



Wednesday 14 September 2016, 10am to 12.30pm  
**FREE**

We're delighted to announce our first employers' workshop, in partnership with a couple of colleagues we know really well at Square Peg Development.

It'll take place on the morning of Wednesday 14 September. **We're not charging for places at this workshop, but spaces will be limited, so please book now or you might just miss out!**

## Who is the workshop for?

**These workshops are designed for:**

CEOs and senior managers in voluntary organisations that have responsibility for recruiting and/or managing paid staff, Board/committee members of organisations that employ staff.

## What topics will the workshop cover?

- **1. Getting Recruitment Right.**  
Where to advertise, job descriptions, interviewing and making the offer.
- **2. Having Difficult Conversations.**  
Putting it off may seem like the easy option in the short term but the consequences could be serious.

## When and where is the workshop?

Wednesday 14 September 2016,  
10am to 12.30pm

FVA training room, Craig Mitchell House,  
Flemington Road, Glenrothes KY7 5QF.

## How do I book my place?

Simply phone us on **0800 389 6046**  
or e-mail: [info@fifevoluntaryaction.org.uk](mailto:info@fifevoluntaryaction.org.uk)

## 1. Getting Recruitment Right

**Employing the right people is key to your organisation's success, but getting the right person isn't always easy!**

In this session you'll be introduced to some of the basics of effective recruitment including where to advertise, job descriptions, interviewing and making the offer.

### LEARNING OUTCOMES

- Understand how to write a job description
- Gain insight into how to use the job description to create your interview questions
- What questions can you actually ask and what should you avoid
- Demonstrate what you **MUST** do (and must not!) when making a job offer to stay on the right side of the law

## 2. Having Difficult Conversations

**Have you ever had to have a difficult conversation but put it off because you thought it would be easier?**

It could be about someone's performance at work, or there could be a personality clash between two colleagues; it could even be about something as sensitive as a personal hygiene. Putting it off may seem like the easy option in the short term but the consequences could be serious – possibly resulting in a costly and time consuming Employment Tribunal.

This session will provide you with a step by step guide to having a difficult conversation, including key phrases and tips that will help give you the confidence to have the conversation and agree next steps or the way forward.

### LEARNING OUTCOMES

- Focus on the skills required for conducting difficult conversations including the ARMED model
- Understand the practical steps that can help facilitate having difficult conversations
- Demonstrate how talking about sensitive issues can be critical in managing performance, and improving morale
- Know what comes next or how to follow up