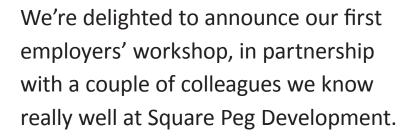
# **Employing Staff in the Voluntary Sector:** Workshop 1

Wednesday 29 June 2016, 10am to 12.30 **FREE** 



It'll take place on the morning of Wednesday 29 June. 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?

### This workshop is 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 29 June 2016, 10am to 12.30

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

# 1. Getting **Recruitment Right**

### 2. Having Difficult Conversations

### 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

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



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in the Voluntary Sector: Workshop 1



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