



- 9.30am** **Arrival and Registration**
Registration will take place on arrival from 9.30am onwards.
- 10.00am** **Competency Framework – Focus Group**
This session will be used to develop a competency framework for the Volunteer Centre Network. This will involve discussing standard jobs skills that all Volunteer Centres could or should have, and examining standard levels of skills and abilities for different jobs in the Network. It is important to have a perspective from a range of different Volunteer Centre personnel on what is required in a competency framework, and this will shape a key piece of research on competencies to be presented at the final ASPIRE conference.
(For this discussion, it might be useful to have your job description available, just for personal reference, and to assist any input you might have)
- 11.15am** **Interval**
- 11.30am** **Competency Framework – Focus Groups (continued)**
- 1.00pm** **Lunch**
- 2.00pm** **Training Needs Assessment**
Training Needs Assessment will involve discussing a menu of potential training opportunities which might be beneficial to staff / board / volunteers in the Volunteer Centre Network, and assessing any identified training needs. A questionnaire will be used to assist the training needs assessment process.
- 2.45pm** **Interval**
- 3.00pm** **Session on Learning Styles**
The Honey and Mumford Learning Styles exercise will be used to identify learning styles of the Volunteer Centre personnel present. The technique outlines four key learning styles of the activist, the pragmatist, the reflector and the theorist. The results of the exercise will be discussed, and later analysed as part of the research for the final ASPIRE conference, and inform the delivery of ASPIRE Phase 2.
- 3.45pm** **Recording ASPIRE time input**
The ASPIRE project requires the time that Volunteer Centre personnel put into the research phase of the project to be recorded. This short session will help record the necessary information.
- 4.00pm** **Summary and Close**
The day's discussions will be briefly reviewed in closing the seminar, with all Volunteer Centre staff, board and volunteers thanked for their input into the ASPIRE research process and an outline of how the input will be taken forward for the good of the Volunteer Centre Network discussed.