

## Camosun College CE &amp; Volunteer Victoria

## Approved Course Matrix

<b>Volunteer Victoria Courses</b>	<b>Leadership Development Prior Learning Credit</b>	<b>Hours</b>
Leading Volunteers: Foundations in Volunteer Management  1 day f2f, 6 weeks online (30-60 hrs)	Orientation, Training and Development (LDCT 512V)	9
	Hiring the Best People (LDCT 505V)	6
<b>Total hours towards Leadership Certificate</b>		<b>15</b>
Developing your Non-Profit Leadership Practice  1 day f2f, 6 weeks online (30-60 hrs)	Personally Effective Leadership (LDCT 524V)	15
	Dealing with Difficult Interactions (LDCT 600V)	6
	Coaching (LDCT 504V)	9
	Strategic Planning (LDCT 513V)	12
<b>Total hours towards Leadership Certificate</b>		<b>42</b>

**\* This matrix is based on course content as of January 1, 2016. Any change in content by either party may result in an update to this list.**

## Volunteer Victoria Course Descriptions

### Leading Volunteers: Foundations in Volunteer Management

Volunteers are integral part of the fabric of Canadian society. In 2010, 13.3 million people in Canada (47% of the population) volunteered a total of 2.07 billion hours.

The number of volunteers is growing faster than the Canadian population. With this expansion comes the increasingly urgent need for organizations to have in place transparent and professional volunteer engagement and management practices.

#### **Who this course is for:**

Whether you're thinking about entering the volunteer management field, are new to the practice or have several years of experience managing a volunteer program this course will ground you in recognized best practices, expose you to trends in the field and offer you effective management approaches.

#### **Format:**

Foundations in Volunteer Management begins with a one-day face-to-face launch and six weeks of on-line learning. Participants should plan to invest an average of 5-10 hours per week over the duration of the program.

During that time, through collaborative assignments, personal reflection, and structured activities participants will learn how to:

- plan a successful volunteer program,
- recruit and screen potential volunteers,
- orient, train, supervise and recognize volunteers effectively within your program, and
- evaluate and market your program effectively.

The approaches and materials address the core competencies identified for Certification in Volunteer Administration (CVA) ethics; organizational management; human resource management; accountability, and leadership and advocacy.

Areas you will cover during the course:

- organizational readiness and planning
- risk assessment and mitigation
- recruiting and retaining volunteers that align with the organization
- leading the volunteer initiative
- building capacity to train and supervise
- recognizing unique volunteer contributions

## Developing Your Non-Profit Leadership Practice

Great leadership enables people and organizations to thrive. Great leadership brings out the best in everyone, and it models the alignment between actions and values.

In times of constant change the non-profit sector needs great leadership! And our leaders come from many places - on-the-ground volunteers to board members, front-line staff to Executive Directors.

In the non-profit sector, leaders work with limited and changing resources, attend to diverse stakeholders, and often assume multiple roles within their organizations. So, where do you exercise your leadership and how do you want to expand your potential?

### **Who this course is for:**

Developing Your Non-Profit Leadership Practice has been designed for emerging professionals or established leaders who want to deepen their understanding of their personal leadership style and expand their leadership capacity and impact in the sector.

### **Format:**

Beginning with a one-day face-to-face launch the course proceeds with six weeks of on-line learning. Participants should plan to invest between 5-10 hours per week during this time period.

Through exposure to new tools and an array of assignments, evaluations and peer-learning initiatives participants will:

- Cultivate an acute understanding of non-profit management and systems.
- Develop tools for greater organizational effectiveness.
- Fulfill assignments that are designed to provide you with hands-on learning opportunities.
- Explore your own context in the workplace.
- Access weekly peer coaching and feedback.

By the end of the course you will have explored new approaches to leadership and learning, deepened your leadership understanding and skills, and defined ways to have a greater impact in your organization and community.

Areas you will cover during the course:

- Governance: culture and function
- Values-based leadership
- Building meaningful relationships across organization
- Conflict and difficult conversations
- The non-profit ecosystem
- Mission-driven organizations
- Strategic thinking and communication