

The Management Committee of  
Peninsula Community Legal Centre Inc.  
cordially invites you to

# Launch & Workshops

## ***Valuing Volunteers Training Kit: A Training Resource for Volunteers at Community Legal Centres – New Modules***

Monday 23 August 2010  
Victoria Law Foundation  
Level 5, 43 Hardware Lane, Melbourne

10.00am - 12.15pm	Workshop 1
12.30pm - 1.30pm	Launch & Lunch
1.45pm - 3.30pm	Workshop 2

RSVP 18 August 2010  
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Law Foundation**  
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**The Valuing Volunteers Project has developed volunteer training and resource materials which have a broad application to, and that may be used flexibly and adapted by, Victorian community legal centres.**

With funding from the Victoria Law Foundation (VLF), Peninsula Community Legal Centre (PCLC) has recently completed two new modules for inclusion in the *Valuing Volunteers Training Kit: A Training Resource for Volunteers at Community Legal Centres*. This marks the finalisation of the third stage of the Valuing Volunteers Project. In 2005, with funding from the VLF, and support from Chisholm Institute, PCLC produced the first version of the Kit. Further funding in 2007 and in 2009 has enabled the production of further modules and updating of content. The Kit has been distributed to Victorian CLCs on two occasions and is available in electronic format on the Federation of Community Legal Centres website. VLF funding has also enabled PCLC to offer related training workshops for CLCs at each stage of the Project. The new modules will be distributed to Victorian CLCs.

Joh Kirby, VLF Executive Officer, will launch the new modules on 23 August 2010. Also on the day, two workshops focusing on the purpose, content and application of the Kit will be offered. The workshops will benefit those people within Victorian community legal centres who are responsible for the management and supervision of volunteers or who are hoping to take on such a role in the future.

### **Workshop 1**

- Background to and overview of Kit
- Introduction and exploration of training modules
  - Orientation/ Effective Communication /Legislation, Legal Practice Requirements/ Insurances & Accountability/ Advice, Information and Referrals/ Frontline Client Services (*new*)
- Training principles and strategies.

### **Workshop 2**

- Introduction to and exploration of resource modules
  - Screening and Selecting Volunteers/ Volunteer Support and Supervision (*new*)
- Adapting the Kit for centre specific requirements
- Centre based and state-wide CLC volunteer program issues and development
- Future directions.

**You are most welcome to join us for all of part or the day's activities. Please call Peninsula Community Legal Centre on 9783 3600 for more information.**