



Museum Development London with Heritage Volunteering Group Skills Plus Training

Skills Plus: Inspire Event for Volunteer Managers

Date: Tuesday 12 October AND Tuesday 19 October

Time: 10am – 1pm

Location: Online (Zoom)

Facilitator: Inspire Event hosted by Heritage Volunteering Group and Museum Development London

Trainers: Rob Jackson & Adrian Murtagh

What will be covered?

We recognise that the job of leading and managing volunteers can be challenging. It's frequently an isolating role, with practitioners often getting little support from within their organisations. We believe it is time to give leaders of volunteer engagement access to high quality training aimed at helping them manage their own wellbeing.

Day 1 – Productivity Management For Leaders and Managers of Volunteers

We all have the same number of hours every week yet often it feels like we need more just to stay on top of our roles. In this session we'll explore the limitations of traditional time management approaches and focus instead on how we can be more productive. Filled with tips and tricks this session will get you thinking in new ways for how to make the most of those precious hours you have to get your job done.

Day 2 – Boundaries For Your Work and Life

We all know the benefit of getting this right, not just for you as a leader or manager, but also for your teams and your family. To achieve this balance, organisations and individuals must take a proactive approach to ensuring the health and wellbeing of their workforce and themselves. Sadly, many people have given up on trying to achieve this or have developed bad habits. This session will give you a "reality check" by helping you identify what is really

important to you and assist you in developing simple but powerful techniques to establish a healthy balance and take back control.

The training is designed for participants to attend both sessions.

Who should attend?

Museum employees and volunteers who support and manage volunteers as part of their day to day role. This will enable them to grow their productivity and address the challenges they face in a more effective way, without it impacting negatively on their mental and physical health.

Approximate timetable:

Day 1

10:00	Arrival, Welcome, Introductions
10:15 – 11.15	Why time management is dead and a different way
11:15 – 11:25	Break
11:25 – 12:45	Productvity and attention management
12:45 – 13:00	Q&A

Day 2

10:00	Arrival, Welcome, Introductions
10:15 – 11.15	What is important to you?
11:15 – 11:25	Break
11:25 – 12:25	Developing simple but powerful techniques
12:24 – 12:45	Taking back control
12:45 – 13:00	Q&A

Learning objectives

By the end of this session you will will have a better understanding of how to manage your own wellbeing. It will cover:

- Growing your productivity
- Address challenges in a more effective way
- Reduce the negative impact on your mental and physical health.

Support towards Museum Accreditation:

Organisational Health:

- 1 – Have appropriate governance and management

Booking Information

Please use the [Eventbrite link](#) to book your free place.

Further information

Please ensure you have your line manager's permission to attend before booking your place. Final confirmation of places will be sent out at least a week before the course. Please keep the **Tuesday 12 October and Tuesday 19 October** available in your diary until your place has been confirmed.

Priority is given to staff working in non-national and non-National Portfolio museums in the London region.

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