

## Being Diverse

a self-study  
workbook for  
volunteers



## Being Diverse

### Do your volunteers understand diversity?

Organisations must be ever vigilant to ensure they are diverse and reflect the community they serve. Volunteers may think that such matters are only for the Manager or members of the Management Committee but it is the responsibility of everyone involved in an organisation to ensure that it presents itself as open and diverse. This self-study resource for volunteers will ensure they are aware of diversity issues and consider how they can contribute to greater diversity & equal opportunities within their organisation.

### A self-study workbook for volunteers & support staff

On completion of the workbook participants will:

- have considered how diverse or not the organisation is
- have information about Equal Opportunities and Diversity legislation
- have explored how organisations exclude
- have reflected on who may generally be excluded from organisations
- have identified how an organisation could change to be more open to different groups of volunteers

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**and service users**

- **have thought about the benefits of being more open to different people and groups**

*This Workbook is available as a download only.*  
Also included in the download is

- A complimentary multi-licence Skills Portfolio for use by your volunteers
- A sample completion certificate in Word for you to customise

Order on line at  
<http://volunteersolutions.org.uk/shop/volunteer-self-study-workbook-being-diverse-2/>

**Price £8.00**

### **Why self-study?**

We know it is not always easy to arrange training sessions for a group of volunteers – time and funding restraints prevail. So in response to our customers' suggestions we have developed the self-study workbooks that volunteers can complete in their own time and that help them to gain the information and knowledge they will need to carry out their role effectively. For those volunteers who have literacy or support needs this workbook can be completed with the help of a 'buddy'.

Once complete the volunteer can meet with the co-ordinator to go through their responses and deal with any questions or concerns. The volunteer then has their own personal resource that they can add to and refer back to whenever necessary. This is a multi-licence product and you have unlimited printing rights for use by the volunteers within the purchasing branch of the organisation.

**We are  
NCVO Approved  
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With 36 titles plus 6 self-study workbooks we have everything you need to ensure your volunteers and support staff are trained, equipped and able to carry out their role, visit our website for details of all our resources.

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**Our Toolkit For Those Managing Volunteers - continues to be one of our most popular products, containing all the information and resources you need to manager a volunteer programme effectively. More details**

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**DON'T FORGET** - September is the time many people decide on changes and new beginnings and lots of them focus on volunteering. Don't let the September interest in volunteering leave you unprepared. Plan your new volunteer induction and training programme NOW! Our resources are the go to place to start - view the product portfolio at our website <http://www.volunteersolutions.org.uk>

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## Discount

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**Visit our web site now to sign up.**

\* Excludes the Self-study Workbooks, Key Facts Series, Toolkits & Fundraiser Resource Pack

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