

SECTION 2

Thanks for coming everyone. OK, so this meeting is for new staff and staff who haven't been involved with our volunteering projects yet. So basically, the idea is that we allow staff to give up some of their work time to help on various charity projects to benefit the local community. We've been doing this for the last five years and it's been very successful.

Participating doesn't necessarily involve a huge time commitment. The company will pay for eight hours of your time. That can be used over one or two days all at once, or spread over several months throughout the year. There are some staff who enjoy volunteering so much they also give up their own free time for a couple of hours every week. It's completely up to you. Obviously, many people will have family _____ and aren't as available as other members of staff.

Statements	TRUE	FALSE
People have to spend a huge amount of time for the charity projects.		
Employees are compelled to use all of the given time within a day.		
People who may have family commitments are less involved.		

11 How much time for volunteering does the company allow per employee?

- A two hours per week
- B one day per month
- C 8 hours per year

Feedback from staff has been overwhelmingly positive. Because they felt they were doing something really useful, nearly everyone agreed that volunteering made them feel more motivated at work. They also liked building relationships with the people in the local community and felt valued by them. One or two people also said it was a good thing to have on their _____.

Statements	TRUE	FALSE
People feel more motivated because they perceived their work as beneficial.		
Many staff members are into building relationships with local people.		
Some people said that their participation improved their CVs.		

12 In feedback almost all employees said that volunteering improved their

- A chances of promotion.
- B job satisfaction.

C relationships with colleagues.

One particularly successful project last year was the Get Working Project. This was aimed at helping unemployed people in the area get back to work. Our staff were able to help them improve their telephone skills, such as writing down messages and speaking with confidence to potential customers, which they had found quite difficult. This is something many employers look for in job _____ – and something we all do without even thinking about, every day at work.

Statements	TRUE	FALSE
Get Working project's purpose is to help jobless people.		
The participants helped people better their communication skills.		

13 Last year some staff helped unemployed people with their

A literacy skills.

B job applications.

C communication skills.

We've got an exciting new project starting this year. Up until now, we're mainly focused on projects to do with education and training. And we'll continue with our reading project in schools and our work with local charities. But we're also agreed to help out on a conservation project in Redfern Park. So if any of you fancy being outside and getting your hands dirty, this is the _____ for you.

Statements	TRUE	FALSE
Most projects are about education and training so far.		
In the future, they will do their own conservation project in a park.		

14 This year the company will start a new volunteering project with a local

A school.

B park.

C charity.

I also want to mention the annual Digital Inclusion Day, which is coming up next month. The aim of this is to help older people keep up with technology. And this year, instead of hosting the event in our own training facility, we're using the ICT suite at Hill College, as it can hold far more people.

We've invited over 60 people from the Silver Age Community Centre to take part, so we'll need a lot of _____ to help with this event.

Statements	TRUE	FALSE
The Digital Inclusion Day is to keep old people updated technologically.		
The event will be held at their workplace.		
They need 60 volunteers for this event.		

15 Where will the Digital Inclusion Day be held?

- A at the company's training facility
- B at a college
- C in a community centre

If you're interested in taking part, please go to the volunteering section of our website and complete the relevant form. We won't be providing any training for this but you'll be paired with an experienced volunteer if you've never done it before. By the way, don't forget to tell your manager about any volunteering _____ you decide to do.

Statements	TRUE	FALSE
People who want to join the projects should register online.		
There will be a short training session before the project.		
Staff should keep their manager informed of their participation.		

16 What should staff do if they want to take part in the Digital Inclusion Day?

- A fill in a form
- B attend a training workshop
- C get permission from their manager