

Volunteer Training Event Work sheet

This tool was adapted from *Public Management*. Use this worksheet when you plan a volunteer training event.

1. Why is this training needed?

2. How many will be trained? What kind of people will they be?

3. How long should the training last?

4. What are the objectives of the training?

A. _____

B. _____

C. _____

D. _____

5. Who will conduct the training?

6. What is the current level of skill or knowledge of these trainees?

7. What new skills or information will be taught?

8. How can I best help learners interact with new information? Which of these methods would work best?

- _____ Computer assisted instruction
- _____ Lecturettes/lectures
- _____ Role play
- _____ Groups
- _____ Audiovisuals
 - _____ Flip charts
 - _____ Posters
 - _____ Charts
 - _____ Chalkboard
 - _____ PowerPoint
 - _____ CD/DVD
 - _____ Blogs
 - _____ Other emerging technology
- _____ Slides
- _____ Overheads
- _____ Graphs
- _____ Television
- _____ Video
- _____ Video Streaming
- _____ Centra Symposium

- _____ Panel Discussions
- _____ Demonstrations
- _____ Tours or trips
- _____ Exhibits
- _____ Team teaching
- _____ Brainstorming
- _____ Case study
- _____ Simulation games
- _____ Observation
- _____ Dramatization
- _____ Skill workshops
- _____ Coaching
- _____ Committee work
- _____ Correspondence course
- _____ Letters
- _____ Site visits
- _____ Mentoring

9. What printed resources will be needed?

- _____ Publications of organization
- _____ Other books and pamphlets
- _____ Displays and charts
- _____ Information brought to class by individuals
- _____ Training Manual
- _____ Other(specify) _____

10. What audio-visual aids must I collect and prepare to use in the training?

11. What should the training date, timing, frequency and

session length be?

12. What should be the content and sequence of sessions?

13. Do I have a lesson plan? _____

14. How will participants be selected?

15. What preparation do participants need? _____

16. What will the cost of the program be?
(Prepare a budget.)

17. How will the success of the training be measured?

Use this checklist when planning your next training. It's taken from the Accelerated Training Workshop, Accelerated Learning Institute, Madison, Wisconsin.

Design for Learning

Preparation

- Learning objectives
- Learner benefits
- Positive suggestions
- Learner prep kit
- Room arrangement
- Peripherals
- Opening activities
- Big picture stuff
- Music
- Ice breakers
- Initial collaborative
- Housekeeping

Presentation

- Preview
- Concept formation
- Multi-media and multi-sensory inputs
- Learning games
- Mind mapping
- Collaborative learning activities
- Action learning
- Object lessons
- Video/audio vignettes
- Mental imagery
- Questioning and self-discovery exercises

Practice

- Peer tutoring
- Collaborative exercise
- Team or partnered

questioning

- Team-based games
- Board games
- Teach-to-learn activities
- Self study
- Role plays
- Mental rehearsal (Imagery)
- Action learning
- Mind mapping from written or audio material
- Concert reviews
- Creation of peripherals, learning materials, job aids, review exercises, etc.

-Metaphors & analogies

- Discussion
- Team-based learning

Performance

- Do it
- Real-world applications
- Problem Solving
- Performance games
- Learner presentations
- Teaching others
- Show-you-know activities
- Evaluation of learning
- Performance measurement
- Self-assessments
- Mastery demonstrations
- Follow-up activities