TRAINING FACILITATOR SPREADSHEET

The problem: Who do you call when a volunteer training need arises?

The solution: Ask staff members who work on the volunteer program to put their heads together; then capture their responses in a spreadsheet.

In this activity, you will identify community and internal resources for training volunteers and capture contact information in a spreadsheet or database. The foundation your finished product creates can help keep your organization from reinventing the wheel each time a new training need arises.

Step 1.

Collaborate with the staff members who work most closely with volunteers to brainstorm training facilitator possibilities. Here are some sample questions for your discussion:

- What knowledge/skills/ trainings will volunteers need over the next year?
- Which individuals and/or organizations (internal and community-based) might be available to provide the training?
- What resources will our organization need to provide to support the training (e.g., trainer fees, facility, supplies, snacks, etc.)?

Step 2.

After you gather responses, add them to a spreadsheet or database. Try to come up with at least five distinct training areas; for each area, identify two or three potential trainers.

If your organization already has a trainer spreadsheet, you can add 10–15 new names to the list or designate new training topic areas.

Be sure to include these items as columns on your list:

- Topic area (examples: diversity, CPR)
- Name of potential trainer/training organization (example: Red Cross)
- Contact info (address, phone, and/or email)
- Notes (resources your organization will need to support the training, such as trainer fees, etc.)

You can choose the type of tool to create your list (Microsoft Excel, Google docs, etc.). The key is to create a document that staff at your agency will have access to this year and beyond. Maintaining the list over time is not part of your role as a VISTA; getting the ball rolling is.