Independent Living Training Plan and Schedule (RSVP)

Map out the topics and timeframe as you plan trainings for a quarter, 6-month period, or full year, but keep in mind that this is only a plan and may need to be revised over the time period. You may also want to modify the schedule format to include additional categories by adding columns, or delete or revise existing categories. Customize this schedule to accommodate your needs!

In the Pre-Service/Orientation Training Schedule (below) and the In-Service/On-The-Job Training Schedule (next page), plan out the dates, length of time, estimated number of volunteers, format, topic of the training, facilitator or speaker, location, and partner /community resource for each training. If volunteer stations are exclusively responsible for in-service/on-the-job trainings of volunteers providing independent living services, you may want to collect this information from them, if appropriate. Completing this document can help you identify gaps and suggest training topics to support consistent, quality training across volunteer stations.

PRE-SERVICE/ORIENTATION TRAINING SCHEDULE*

Training Date	Content/ Topic(s)	Content Resources**	Facilitator, Speaker, Partner	Location	Length/# of Hours	Estimated # of Volunteers	Format (1:1, small group, large group)

*See the *Providing Independent Living Support: Training for Senior Corps Volunteers Facilitator's Guide* for detailed logistics planning forms, including budgeting, arranging for facilities, etc.
**For example, "curriculum module #X", "handouts to be provided by partner – Red Cross".

IN-SERVICE/ON-THE-JOB TRAINING SCHEDULE

Training Date	Content/ Topic(s)	Content Resources	Facilitator, Speaker, Partner	Location	Length/# of Hours	Estimated # of Volunteers	Format (1:1, small group, large group)