

SCP Preparation Worksheet

The questions in this section are meant to help you think about volunteer training needs as you plan volunteer training. When you have completed this worksheet, consider this information as you review the topic lists and complete your volunteer training schedule.

a) Who are the volunteers that will require training? *(Estimate number in each category.)*

- New volunteers: ____ (pre-service orientation and in-service training)
- Continuing and veteran volunteers: ____ (in-service training)

b) Who are the clients to be served? (Level of independent living assistance needed)

(Estimate number in each category.)

- Independent elderly that benefit from regular assistance or companionship (e.g. social visits, transportation, telephone reassurance, meal delivery, home repairs): ____
- Frail elderly that require regular check-in/assistance (e.g. assistance with meals, mail, household tasks, transportation, companionship): ____
- Very frail elderly or later stage Alzheimer’s patients requiring multiple services (e.g. adult day care, hospice, nursing home): ____
- Respite care, in which caregiver clients may not be frail but volunteers assist frail adults: ____
- People with disabilities requiring multiple services (e.g. licensed day program, adult developmental center or group home): ____
- Other: _____

c) Considering the volunteers’ level of experience and the clients’ needs, what information will volunteers need at their stage of volunteerism? *(Check all that apply for pre-service orientation and in-service training.)*

	Pre-service Orientation Training	In-Service Training
Orientation to Senior Companion Program		
Orientation to volunteer station		
Skill-building, practice for likely situations with clients (e.g. job shadowing, communication with clients)		
Awareness or review of community resources		
Review of policy and volunteer responsibilities (e.g. paperwork)		
General health and aging topics; information that will benefit volunteers and clients		
Specialized medical/health topics (MS, Alzheimer’s, Parkinson’s, ALS)		

Using the Independent Living Curriculum and Planning Volunteer Training

d) How will volunteer trainings be conducted this year? <i>(Estimate number of each type for pre-service orientation and in-service training.)</i>	Pre-service Orientation Training	In-Service Training
1-on-1 (individually)		
Small group training (fewer than 10 people)		
Large group training (10 or more people)		

e) Where will volunteer trainings be conducted this year? <i>(Estimate number at each location.)</i>	Pre-service Orientation Training	In-Service Training
Main office		
Volunteer station or other partner agencies		
A mix of sites, with repeated training at multiple sites		
Other:		