

Using the Independent Living Curriculum and Planning Volunteer Training

TRAINING PLAN EXAMPLE

Note: This training plan was developed by a Senior Companion Program training new volunteers.

PRE-SERVICE/ORIENTATION TRAINING SCHEDULE

| Training Date | Content/ Topic(s) | Resources (e.g. curriculum module) | Facilitator, Speaker, Partner | Location | Length/# of Hours | Estimated # of Volunteers | Format (1:1, small group, large group) |
|-------------------|---------------------------|------------------------------------|-----------------------------------|---|-------------------|---------------------------|--|
| Date: <u>4/12</u> | Module 1 | Powerpoint & Worksheets | Program Director | New Opportunities 3 rd floor conf rm | 3 hours | 4-6 seniors | Small group |
| Date: <u>4/12</u> | Module 2 | Powerpoint & Worksheets | Program Director | New Opportunities 3 rd floor conf rm | 3 hours | 4-6 seniors | Small group |
| Date: <u>4/13</u> | Module 3 | Powerpoint & Worksheets | Program Director & Student Intern | New Opportunities 3 rd floor conf rm | 3 hours | 4-6 seniors | Small group |
| Date: <u>4/13</u> | Module 4 | Powerpoint & Worksheets | Program Director & Student Intern | New Opportunities 3 rd floor conf rm | 3 hours | 4-6 seniors | Small group |
| Date: <u>4/14</u> | Module 5 | Powerpoint & Worksheets | Program Director | New Opportunities 3 rd floor conf rm | 3 hours | 4-6 seniors | Small group |
| Date: <u>4/14</u> | Volunteer Policies | Handout Policies | Program Assistant | New Opportunities 3 rd floor conf rm | 3 hours | 4-6 seniors | Small group |
| Date: <u>4/15</u> | Module 6 | Powerpoint & Worksheets | Student Intern | New Opportunities 3 rd floor conf rm | 3 hours | 4-6 seniors | Small group |
| Date: <u>4/15</u> | Module 8 | Powerpoint & Worksheets | Program Director & Student Intern | New Opportunities 3 rd floor conf rm | 3 hours | 4-6 seniors | Small group |
| Date: <u>4/16</u> | Module 7 | Powerpoint & Worksheets | Program Director | New Opportunities 3 rd floor conf rm | 3 hours | 4-6 seniors | Small group |
| Date: <u>4/16</u> | Q & A | NA | Program Director | New Opportunities 3 rd floor conf rm | 3 hours | 4-6 seniors | Small group |
| Date: <u>4/29</u> | Monthly Inservice meeting | Attendance Mandatory | Program Staff & Student Intern | Mt. Olive Senior Center | 4 hours | 55-60 seniors | Large group |
| Date: <u>4/29</u> | Awards Ceremony | Volunteer Awards | Program Staff & Student Intern | Mt. Olive Senior Center | 4 hours | 55-60 seniors | Large group |