

Using the Independent Living Curriculum and Planning Volunteer Training  
TRAINING PLAN EXAMPLE

Note: This is an example of a plan designed for training Senior Companions, both new (pre-service/orientation) and continuing volunteers (in-service).

**PRE-SERVICE/ORIENTATION TRAINING SCHEDULE**

Training Date	Content/ Topic(s)	Content Resource	Facilitator, Speaker, Partner	Location	Length/# of Hours	Estimated # of Volunteers	Format (1:1, small group, large group)
Date: 10/4/10	Introduction to SCP and Senior Corps, handbook review, policies and procedures, volunteer benefits and responsibilities, timesheets	Handbook	SCP Coordinator	SCP main office conference room	4 hours	4	Small group
Date: 10/5/10	Confidentiality, appropriate activities, boundaries, emergencies	Handbook Video: "What Would You Do?"	SCP Coordinator	SCP main office conference room	4 hours	4	Small group
Date: 10/6/10	Community resources available to seniors, assisting clients to find needed resources	Module 1: Types of Independent Living Services Delivered by Volunteers	SCP Coordinator, Sponsor Representative	SCP main office conference room	4 hours	4	Small group
Date: 10/7/10	Station orientation, policies and procedures, partnering with case managers	Area Agency on Agency orientation packet	SCP Coordinator Julie Woo, Case manager	Area Agency on Aging office	4 hours	4	Small group
Date: 10/11/10	Elder issues Mentor-volunteer match-up	Module 3: Understanding the Physical, Emotional, and Social Challenges Experienced by Clients	SCP Coordinator, experienced SC (4)	SCP main office conference room	4 hours	4	Small group
Dates: 10/12/10 - 10/22/10	Job Shadowing: On-the-job experience with a SC mentor	N/A	Experienced SC (4)	Client's homes	20 hours	4	1:1
Date: 10/25/10	Handbook review Job shadowing debrief	Handbook Module2: Benefits of Volunteering	SCP Coordinator	SCP main office conference room	4 hours	4	Small group

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**IN-SERVICE TRAINING SCHEDULE – 2010-11**

Training Date (every 3 <sup>rd</sup> Monday and Wednesday of the month)	Content/ Topic(s)	Content Resources	Facilitator, Speaker, Partner	Location	Length/# of Hours	Estimated # of Volunteers	Format (1:1, small group, large group)
October 18	Improving Communication Caregiver mental health	Module 4: Effective and Respectful Communication	SCP Volunteer Coordinator Jill O'Brien, Family Resource Center	Brookfield SCP office	4 hours	30	Large Group
October 20	Improving Communication Caregiver mental health	Module 4: Effective and Respectful Communication	Bill Hays, FCSC Volunteer Coordinator Mary Gutierrez, Fox County Mental Health Center	Fox County Senior Center	4 hours	25	Large Group
November 15	Activities for consumers with dementia Depression and the holidays	Module 5: Understanding Dementia	SCP Volunteer Coordinator Lucy Smits, Geriatric Nurse	Brookfield SCP office	4 hours	30	Large Group
November 17	Activities for consumers with dementia Depression and the holidays	Module 5: Understanding Dementia	Bill Hays, FCSC Jen Wu, Agency on Aging	Fox County Senior Center	4 hours	25	Large Group
December 20	Staying healthy in the winter Infectious diseases	Health and Wellness reading packet part 1	SCP Volunteer Coordinator TBA, Health Practitioner	Brookfield SCP office	4 hours	30	Large Group
December 22	Staying healthy in the winter Infectious diseases	Health and Wellness reading packet part 1	Bill Hays, FCSC TBA, Health Practitioner	Fox County Senior Center	4 hours	25	Large Group
January 17, 2011	Balance exercises Physical fitness Nutrition for seniors	Health and Wellness reading packet part 2	SCP Volunteer Coordinator Guest speaker TBA	Brookfield SCP office	4 hours	30	Large Group

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In-Service Training Schedule, continued

Training Date	Content/ Topic(s)	Content Resources	Facilitator, Speaker, Partner	Location	Length/# of Hours	Estimated # of Volunteers	Format (1:1, small group, large group)
January 19	Balance exercises Physical fitness Nutrition for seniors	Health and Wellness reading packet part 2	Bill Hays, FCSC Volunteer Coordinator TBA, Dietician, FCGH	Fox County Senior Center	4 hours	25	Large Group
February 21	Simple home safety measures for fall and fire prevention Fire extinguisher demonstration	Module 7: Home Safety	SCP Volunteer Coordinator TBA, Brookfield Fire Department	Brookfield SCP office	4 hours	30	Large Group
February 23	Simple home safety measures for fall and fire prevention Fire extinguisher demonstration	Module 7: Home Safety	Bill Hays, FCSC TBA, Fox County Fire Department	Fox County Senior Center	4 hours	25	Large Group
March 21	Personal safety: crime and the elderly Fraud, telemarketing scams, identity theft	Fraud prevention reading packet	SCP Volunteer Coordinator TBA, Brookfield Police Department	Brookfield SCP office	4 hours	30	Large Group
March 23	Personal safety: crime and the elderly Fraud, telemarketing scams, identity theft	Fraud prevention reading packet	Bill Hays, FCSC TBA, Fox County Police Department	Fox County Senior Center	4 hours	25	Large Group
April 18	Improving communications Cultural diversity	Module 6: Paying Attention to Body Language	SCP Volunteer Coordinator Guest speaker TBA	Brookfield SCP office	4 hours	30	Large Group
April 20	Improving communications Cultural diversity	Module 6: Paying Attention to Body Language	Bill Hays, FCSC Guest speaker TBA	Fox County Senior Center	4 hours	25	Large Group

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In-Service Training Schedule, continued

Training Date	Content/ Topic(s)	Content Resources	Facilitator, Speaker, Partner	Location	Length/# of Hours	Estimated # of Volunteers	Format (1:1, small group, large group)
May 16	Defensive driving refresher Alternative transportation	Reading packet	SCP Volunteer Coordinator Guest speaker TBA	Brookfield SCP office	4 hours	30	Large Group
May 18	Defensive driving refresher Alternative transportation	Reading packet	Bill Hays, FCSC Guest speaker TBA	Fox County Senior Center	4 hours	25	Large Group
June 20	Mental health topic TBA	Reading packet	SCP Volunteer Coordinator Guest speaker TBA	Brookfield SCP office	4 hours	30	Large Group
June 22	Mental health topic TBA	Reading packet	Bill Hays, FCSC Guest speaker TBA	Fox County Senior Center	4 hours	25	Large Group
July 18	Physical health topic TBA	Reading packet	SCP Volunteer Coordinator Guest speaker TBA	Brookfield SCP office	4 hours	30	Large Group
July 20	Physical health topic TBA	Reading packet	Bill Hays, FCSC Guest speaker TBA	Fox County Senior Center	4 hours	25	Large Group
August 15	Legal services for seniors	Legal services reading packet	SCP Volunteer Coordinator TBA, Legal Aid Attorney	Brookfield SCP office	4 hours	30	Large Group
August 17	Legal services for seniors	Legal services reading packet	Bill Hays, FCSC TBA, Legal Aid Attorney	Fox County Senior Center	4 hours	25	Large Group
September 19	Grief and loss counseling	Reading packet	SCP Volunteer Coordinator Guest speaker TBA	Brookfield SCP office	4 hours	30	Large Group
September 21	Grief and loss counseling	Reading packet	Bill Hays, FCSC Guest speaker TBA	Fox County Senior Center	4 hours	25	Large Group