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| **Training Overview****Working with High Impact Volunteers** |
| **Session and Date****(All trainings from 9-11 a.m.)** | **Objectives** | **Homework** |
| **Overview of Key Concepts**Thu. 9/23 @ CB  | Participants will understand:* Benefits of high impact volunteers at the library
* The difference between volunteer management and volunteer engagement
* Staff role with volunteers
* Aspects of a welcoming environment
 | **Homework:**Read ch. 4-5, be ready to report out on a section. |
| **Prepare for Volunteers** Fri. 10/1 @ CB | Participants will learn to:* Craft a volunteer position description
* Draft an elevator speech
* Gain an understanding of motivational styles & how they can be used in a volunteer program
 | **Homework:** develop job description, bring 2 copies to next training. |
| **Cultivate Volunteers** Fri. 10/15 @ CB (fyi—same day as MF) | Participants will learn: * Features and benefits of VolunteerMatch and an array of recruitment resources including Craigslist, Volunteer.com, social networks, professional assoc., community partners & more
* How to refine a position description
* How to use their branch/unit's full circles of influence to identify sources of volunteers
* How to identify ways to communicate and keep network informed
 | **Homework:** * Revise position description and send to Joan.
* Draft position posting and view posting sites; determine two sites or identify two organizations suitable for recruitment for your position (you will report back next class).
* Do “Circles of Influence” activity at your site with other staff members and remember the # of total contacts to report back at next class.
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| **Negotiate Agreements –**Cover at COVE Mtg.Thu. 10/21 @ KL 225/229 | * Create and negotiate a position agreement
* Use the negotiated agreement to assess progress
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| **Volunteer Match**Fri. 10/29 or Thu. 11/18 @ KL 219 (choose one to attend) | Participants will:* Learn about the features of VolunteerMatch through hands-on experience in the computer lab
* Create a listing for their position
* Upload photos and documents to the listing
 | **Homework:** Read chapter 7 for next class. |
| **Interview Volunteers**Fri. 11/5 @ CB | Participants will increase their ability to:* Understand the volunteer intake process
* Select and develop interview questions
* Conduct an interview
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