Training Volunteers

GOALS for an Effective Orientation
✓ Don’t overwhelm them; inspire them.
✓ Get to know one another
✓ Familiarize them with the organization.
✓ Make it fun! Move away from lecture style if possible.
✓ Train them in any specific skills necessary, especially communication skills
✓ Connect them to the larger level picture of their work

CONDUCTING an Effective Orientation
• Welcome everyone!
• Include a team-building exercise and getting to know you opportunities
• Student Leader/Agency Staff Introduction
• Explicitly state and discuss the mission statement of the student group and agency partner
• Give background and history of organizations
• Agree on expectations for one another
• Share the timeline and/or work plan
• Do the logistic essentials, including safety precautions and steps
• Collect the needed background of the volunteers
• Host a tour of the work place
• Train as necessary for specific skills, like diversity/sensitivity issues
• Open the floor for questions and answers
• Be respectful with their time. Make it a good use of it and never end late.