

## HOW TO TRAIN VOLUNTEERS

### Types of Training Institutes

discussion, one of a current recreation subject such as

"The Present Crisis - A Challenge to the Volunteer";

"Recreation and Defense"; "Recreation and Community Life."

This is followed by section meetings for small groups

selected on basis of activity interest for practice

discussions of leadership methods. The session closes with

the entire group reassembled for conducting activities under

the leadership of those registered for the institute.

The third type of institute is usually conducted in larger communities or where an area training program is possible, and

is restricted to a single activity such as music, dramatics,

social recreation, and deals with methods and resources.

Many factors contribute to the success of an institute but

the following are important items to keep in mind in planning

and conducting one for volunteers:

1. Subject matter - Topics for discussion should be related to major interests and needs of registrants and attractively presented, and should be carefully organized in advance for effective presentation.
2. Instructors - Faculty members must be competent and sympathetic to objectives of course.
3. Time - The course should be scheduled at a time convenient to those for whom it is given. Men can usually attend only in the evening. Number of sessions rarely exceed ten, usually there are fewer. Whether sessions are held on consecutive evenings or one evening a week will depend on local conditions.
4. Place - The institute should be held in a building centrally located or easily accessible. The building should have facilities suitable for the courses given.