

HOW TO TRAIN VOLUNTEERS

Types of Training Institutes

5. Literature - Printed or mimeographed material related to courses given should be distributed to students. This saves unnecessary note taking in class and is useful for future reference.
6. Attendance - Registration should be limited to the number who can be effectively handled.

In-Service Training

Volunteer training must not stop with assignment to a particular task. It is essential that continued training and help be provided if the volunteer is to have the continued interest in the job which can come only from the knowledge of steadily increasing effectiveness and breadth of service. In-service training and supervision usually is more informal and personalized than pre-entry training. The most effective help is given where volunteers have an opportunity for day to day contact with professional staff workers of the organizations to which they are assigned.

Prior to assignment to a definite task volunteers should have an opportunity for observation of similar activities and practice work under close guidance. Personal conferences should be arranged periodically on the individual's work problems.

Additional methods for continued training of volunteers are:

Staff meetings.

Outlines for reading relating to the work of the volunteer.

Opportunities to observe similar work in different agencies.

Frequent observation visits by supervisory staff.

Resource materials.

Clinics.