



Volunteer Training Checklist

When you are at the stage to plan and provide training for your volunteers, this checklist will help you work through some of the key things to keep in mind.

Define the Volunteer Role

- What are the skills they need to come with?
- What are the skills you need to provide training in?

Define Training Expectations for the Volunteer

- What do they need to have to get started in their role?
- What can they take later?
- How much training do you require them to take?
- When does training have to be done by?

Where is Training Going to Happen?

- In-house
- Online
- Events/conferences

Who is Providing Training?

- Your organization
- Regional meetings/PD opportunities
- CLN
- Rural Routes
- Another CALP or literacy organization (face-to-face, online)
- Other organizations (outside literacy field)



COMMUNITY ADULT
LEARNING PROGRAM

Training Logistics

- Orientation and training together or separate?
- Number of hours/days
- Days/Evenings/Weekends
- Pre-work – information sent ahead of time to work on
- Evaluation
- How are you doing follow-up?

Other Considerations?