

Training

Volunteer Management Training

FOR PROJECT COORDINATORS

Disability Training

FOR OLDER ADULT VOLUNTEERS

Working with Older Adults Training

FOR PARTICIPANTS

The volunteer management training session for project coordinators should be conducted by the Program Director as soon as the coordinators are assigned, and prior to volunteer recruitment. The other trainings for the older adult volunteers and participants should be conducted separately from one another, and as a prerequisite to the first volunteer activity session. Participants should not participate in the disability training and vice versa for the older adults and the training module on working with older adults.

While every organization must consider the availability and time commitments of its participants and

volunteers, it is suggested that the disability and working with older adults trainings do not occur on the same day that the first volunteer activity session will be held. Allowing a time lapse of a few days or even a week between the trainings and the first volunteer activity session will give participants and volunteers proper time to consider thoughtfully the material they learned in the training sessions. We also suggest that trainings are facilitated by the program director, although it may be appropriate for project coordinators to facilitate the disability and working with older adults trainings.

Pages 11-45 include scripts that can be used to present the power point slides that correspond with each training module. The script is merely a suggestion for what to say when presenting the training materials. You may find a need to add or

delete information depending on the needs of your group. The Program Director should use his or her best judgment in determining what information is crucial for preparing project coordinators, participants and volunteers for the F.I.I.V.E. program.