

TRAINING AND USING VOLUNTEERS EFFECTIVELY

INSTRUCTION FOLLOW ALONG

Why do volunteers apply to come to the Court?

They want opportunities to:

- 1) _____
- 2) _____
- 3) _____

What makes a good supervisor?

Qualities you like to see in any context:

- 1) _____
- 2) _____
- 3) _____

Logistical Considerations

Planning instruction is like writing a newspaper article.

W__ : _____

W___ : _____

W_____ : _____

W_____ : _____

W__ : _____

H__ : _____

Notes: _____

WHO?

Identify the types of volunteers and short term staff:

T	H	A	L	N	K	Y	O	C	U
P	A	R	A	L	E	G	A	L	N
U	T	F	W	O	C	R	R	E	D
A	T	T	S	T	O	A	E	R	E
N	O	D	T	I	L	D	N	I	R
G	R	O	U	U	L	S	R	C	G
S	N	E	D	M	E	I	N	A	R
A	E	R	E	Y	G	O	U	L	A
C	Y	A	N	N	E	O	I	T	D
!	R	E	T	I	R	E	E	S	S

Now put them in order

Least Skilled 1. _____

2. _____

3. _____

4. _____

5. _____

Most Skilled 6. _____

Notes:

WHAT?

What role will they play in your center?

Review your workflow and define your needs, top to bottom, behind the scenes to front line:

- Intake and assessment
- Phone receptionist
- Preparation of pleadings
- Interpretation services
- Workshops
- Case management/ judicial referrals
- Statistical data entry/ other clerical
- Research and template drafting

Notes: _____

Providing Appropriate Content

What will you teach? Remember: _____

Notes: _____

Appropriate Content Providers

Notes: _____

BUT WHAT?

Putting It Together: Developing Curricula

Notes:

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Notes: _____

WHERE and WHEN?

Notes: _____

WHY?

What do you mean why?

Notes: _____

HOW?

Teaching methods

Some people learn best by

NEGEIS: _____

GLENTINIS: _____

GODIN : _____

Notes: _____

Lasting Lessons

All people need R & R

R_____ AND R_____ : _____

Bonus:

What is R & R's Nom de Guerre in the music world? _____

Notes: _____

How do you know you've succeeded?

They have confidence T F

They know the answers T F

They are error free T F

Notes: _____
