



**Training Busy Staff to Succeed with Volunteers:
The 55-Minute Training Series**

Orienting and Training Volunteers

Table of Contents

How to Use *The 55-Minute Training Series* to Train Staff

A Unique Perspective	1
The Module Design	1
The Module Components	1
Using the Trainer's Guide for Presenting the Topic	2
Using the PowerPoint® Slides.....	3
Using the Handouts.....	4
Using the Participant Evaluation Form	4

Trainer's Guide for Presenting the *Orienting and Training Volunteers* Module

Introduction to Orienting and Training.....	G-1
Learning Objectives	G-1
General Notes to Trainer.....	G-2
Presentation Overview.....	G-3
Presentation Script, with Keys to Slides/Handouts, Timing	G-4
"Thumbnail" View of Slides	G-12
Suggestions for Expanded Activities.....	G-14
Suggested Resources	G-15

Participant Handouts

Key Concepts of Orienting and Training Volunteers	H-1
Orientation Checklist and Questions	H-2
Volunteer Training	H-3
Volunteer Training Tips.....	H-4
Challenges and Issues of Orienting and Training Volunteers	H-5
Evaluation of Orientation/Training	H-6
Participant Evaluation Form.....	H-7