

Leading in a Volunteering Environment



An ILM Development Programme designed and delivered by
Attend Academy

Training in group settings

One-day workshop 09.45 – 16.00

Aim of the Session:

This session is designed to develop the training skills of participants, so they can train new volunteers to undertake volunteering roles.

Learning Objectives

To enable participants:

1. To design a training programme, ranging from a brief session to show someone how to carry out a task or a longer session to share acquired skills with other volunteers
2. To be able to pass on learning acquired to other volunteers
3. To be able to ensure other volunteers are aware of their role and the safety precautions relating to it

This session will initially encourage each participant to consider how they themselves learn. The supporting activities will then give delegates the opportunity to explore how they may engage with both individuals and groups that they have responsibility for supporting and training.

Outline agenda

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| 09.45 – 10:00 | Registration and coffee |
| 10.00 – 10.10 | Welcome & agreeing outcomes for the day |
| 10.10 – 10.45 | How people learn – how I learn |
| 10.45 – 11.15 | How to identify what needs to be learned |
| 11.15 – 11.30 | Coffee |
| 11.30 – 12.20 | Which training delivery methods work in different situations |
| 12.20 – 12.45 | Delivering training to a group |
| 12.45 – 13.30 | Lunch |
| 13.30 – 14.00 | Delivering training in a 1-1 setting |
| 14.00 – 14.45 | Group work: designing a training programme for a volunteering project |
| 14.45 – 15.00 | Coffee |
| 15.00 – 15.50 | Feedback and discussion of group work |
| 15.50 – 16.00 | Review of outcomes and closing context |