



## 2015 Training Menu By Volunteer Louisiana

### **Volunteer Management Training**

Volunteering should be positive, rewarding and meaningful for both the volunteer and the nonprofit. Volunteer management training can improve volunteer recruitment and supervision efforts, provide tools to more effectively place volunteers within organizations, help organizations better leverage volunteer capacity, address problems and provide more rewarding experiences for volunteers. Volunteer Louisiana can tailor this training for a specific area, as well as expand for a recurring training activity over a semester. (Flexible to the time constraints for each area of training.)

### **COOP (Business Continuity Planning)**

Nearly 70% of businesses and nonprofits affected by major disaster never reopen, and lack of planning is a primary reason. How will your organization handle the next disaster? What should you do to prepare for organizational continuity? This training will instruct participants on developing a complete business continuity plan, involving staff and volunteers to prepare for a stage evacuation, consolidation of activities, and restoration planning during recovery. (2-4 hours of training; follow on training in specific areas as needed.)

### **How to Recruit & Manage Volunteers for a Large Scale Event**

Your next event needs 200+ volunteers. Do you have a recruitment plan? Once you've recruited them, do you have a plan to train, manage, and recognize your volunteers? This training will instruct participants on best practices including: recruitment, management, and training, developing job descriptions, identifying Volunteer Leaders, accessing online resources, and evaluation and improvement plans. (1 hour general overview, with longer additional sessions for specific issues as needed.)

### **Volunteer Reception Center**

Have you ever thought about coordinating volunteers in the event of a local, regional or national disaster? This training will prepare participants to staff VRCs that will register and place spontaneous volunteers in times of disaster. Training attendees will gain the skills to establish a local VRC to coordinate local nonprofit needs and volunteers looking to make a difference. The training includes an interactive volunteer reception center exercise where participants experience the VRC model and practice managing spontaneous volunteers. (4 hours of training and interactive period. Minimum of 22 participants.)