



## Do My Volunteers Need Training?

Template 1  
Sample self-assessment checklist

**Name:**

**Key responsibilities (refer to volunteer position description):**

Skills required (Refer to volunteer position description)	Skill Rating <i>(tick relevant box)</i>			Importance <i>(tick relevant box)</i>		
	1	2	3	1	2	3

<p><b>Skill Rating</b></p> <p>1 = I have beginner's knowledge / level of skill. 2 = I have intermediate knowledge / level of skill. 3 = I have advanced knowledge / level of skill.</p>	<p><b>Importance</b></p> <p>1 = I need to use this knowledge / skill occasionally. 2 = I need to use this knowledge / skill frequently. 3 = I need to use this knowledge / skill all the time.</p>
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## Do My Volunteers Need Training?

Template 2

Is training needed? What is needed? Checklist of questions

Issues to consider	Comments and action by you
<p><b>Does the volunteer have a performance issue?</b> <i>Giving a volunteer feedback may be the key to maintaining the desired level of performance. Or a volunteer may think that they are doing a good job, but this is not the case and nobody has sensitively told them so.</i></p>	
<p><b>Why is action needed?</b> <i>Some situations may not be important enough to justify a huge training effort. There might be a very simple quick fix such as talking about the goal or the reason for concern.</i></p>	
<p><b>Does the volunteer recognise what knowledge and skills they have?</b> <i>Volunteers may not understand the full importance of drawing on their knowledge and skills, and may even undervalue what they know. This might be the reason for a current gap in performance.</i></p>	
<p><b>Can the volunteer's performance issue be addressed by training? Why is training the right approach?</b> <i>The person may have adequate skills and knowledge but lacks the motivation to apply them, or may face obstacles such as not having the correct equipment or resources, not having enough time, or just not feeling valued.</i></p>	
<p><b>Is refresher training all that is needed?</b> <i>Maintaining skills and knowledge can be a major issue where the volunteer does not have much chance to use set skills.</i></p>	
<p><b>Where a formal training program is appropriate, what are the learning objectives? What is the intended learning pathway and how are you going to assess that the required skills and knowledge have been acquired?</b> <i>Even where you are not the principal designer or facilitator of the learning, you should discuss what contribution you can make with the people facilitating the learning.</i></p>	



## Do Your Volunteers Need Training?

### Template 3

### Sample Individual Learning Plan

<b>Volunteer's name:</b>				
<b>Position:</b>				
<b>Position objective and key responsibilities:</b>				
<b>Learning Plan</b>				
<b>Time-frame</b> <i>1 = immediate need</i> <i>2 = within 3 months</i> <i>3 = within 6 months</i> <i>4 = within 1 year</i>	<b>Skill, knowledge or ability to be acquired / enhanced</b>	<b>Learning method</b>	<b>Resources required</b>	
<b>Volunteer's signature:</b>			<b>Manager's signature:</b>	



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## Do Your Volunteers Need Training?

Template

Combined learning plan for volunteers. Tracking sheet

Volunteer name	Skill to be acquired	Start date	End date	Skill acquired (tick when completed)