



*Everyone Ready*<sup>®</sup>

An online volunteer management  
staff development plan

FROM ENERGIZE



## 36 Topic Cycle of *Everyone Ready* Online Seminars and Self-Instruction Guides

(Note: May be modified or resequenced as necessary.)

### Introductory Materials for Extension/4-H - Launch Date: Sept. 21, 2009

Extension/4-H will begin in their first two months with a special Online Seminar and Self-Instruction Guide to introduce everyone to the basic concepts of volunteerism and to prepare all Extension staff to take full advantage of the program. (These introductory materials will remain accessible to Extension/4-H for the 3-year cycle of the *Everyone Ready* program.) After the first two months, Extension/4-H will join the 36-topic cycle listed below. New topics are introduced on the 3<sup>rd</sup> Monday of each month.

1<sup>st</sup> month (Sept.):      **Seminar**- Building the Foundation for Volunteer Involvement

2<sup>nd</sup> month (Oct.):      **Self-Instruction Guide** – Focus on the Volunteer Program Manager: A Task Analysis of the Role and its Significant Issues

#### 2009

Nov.                      **Seminar** – New Approaches to Recruitment

Dec.                      **Self-Instruction Guide** - Pro Bono Service: Get Ready for the Highly Skilled Volunteer

#### 2010

Jan.                      **Seminar** – Pitfalls and Obstacles to Volunteer Involvement

Feb.                      **Self-Instruction Guide** – Budgeting for a Volunteer Program

- Mar. **Seminar** – Bridging the Gap between Volunteers and Employees: Keys to Effective Partnerships
- Apr. **Self-Instruction Guide** – Volunteer-related Insurance and Risk Management Issues
- May **Seminar** – The Power of Integrating Volunteers Throughout the Organization
- June **Self-Instruction Guide** – Taking the Lead: The Key Decision Maker’s Role in Demonstrating Support of a Volunteer Program
- July **Seminar** – Generations: Adapting to Volunteers of Different Ages
- Aug. **Self-Instruction Guide** – Mandated Service: A Human Resource Opportunity
- Sept. **Seminar** – Cutting-edge Trends and Issues in Volunteerism
- Oct. **Self-Instruction Guide** – Tapping Into Corporate Volunteer Programs
- Nov. **Seminar** – Effective Supervision of Volunteers
- Dec. **Self-Instruction Guide** – The Role of Department Heads and Middle Managers in Supporting Volunteers

**2011**

- Jan. **Seminar** – Handling Challenging Behavior by Volunteers
- Feb. **Self-Instruction Guide** – Volunteer Performance Assessment
- Mar. **Seminar** – Demonstrating the Impact of Volunteer Involvement
- Apr. **Self-Instruction Guide** – Informal Volunteer Recognition: Creating a Culture of Appreciation
- May **Seminar** – Volunteer-related Issues in Risk Management
- June **Self-Instruction Guide** – Just a Click Away: Making the Most of Volunteer Resources on the Web
- July **Seminar** – Welcoming Diversity in Volunteer Participation
- Aug. **Self-Instruction Guide** – OUR Volunteer Program: The Management Team Approach to Enhancing Volunteer Programs
- Sept. **Seminar** – Designing Work for Today’s Volunteers

- Oct.                   **Self-Instruction Guide** – It Takes Two to Tango: Building Successful Relationships Between Volunteers and Paid Staff
- Nov.                   **Seminar** – Keeping Volunteers Motivated (So They Stay!)
- Dec.                   **Self-Instruction Guide** – Turning Single Days of Service into Longer Volunteer Involvement

**2012**

- Jan.                   **Seminar** – Building and Sustaining Strong Volunteer Leadership
- Feb.                   **Self-Instruction Guide** – Reports with Clout: Showing the Impact of Volunteers
- Mar.                   **Seminar** – New Approaches to Recruitment
- Apr.                   **Self-Instruction Guide** – Methods of Volunteer Program Evaluation
- May                   **Seminar** – Interviewing, Screening, and Placing Volunteers
- June                   **Self-Instruction Guide** – First Days Count: Orienting and Welcoming Volunteers
- July                   **Seminar** – Managing Change (and Dealing with Resistance to It!)
- Aug.                   **Self-Instruction Guide** – Pro Bono Service: Get Ready for the Highly Skilled Volunteer
- Sept.                   **Seminar** – Staying on the Cutting Edge
- Oct.                   **Self-Instruction Guide** – Policies that Support Volunteer Involvement

**Everyone Ready** Notes:

- **Everyone Ready** is available to all Extension staff regardless of title or program area.
- **Online Seminars** include a Flash audio-visual trainer presentation and downloadable handouts. Both types of modules take about 1 hour per month to complete.
- **Self-Instruction Guides** provide participants with a way to combine written information and exercises that they can do at their desk or with colleagues.
- New topics begin on the 3<sup>rd</sup> Monday of each month.
- Past topics will be archived and available for the entire 3-year period
- Additional related resources will be available free of cost through the *e-Volunteerism* newsletter and the Energize web site.

Related Resources on the Volunteerism Web site: (url announced later)

- Volunteerism for the Next Generation Rubric and Self Assessment
- Personal Professional Development Plan (to be used in conjunction with Rubric and Self Assessment)
- Supplemental *Volunteerism for the Next Generation (VNG) Fact Sheets*

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