

# Training & Orientation

## *Achieving Service Excellence*



### Volunteer Training Plan Worksheet

1. Volunteer position to which this training plan applies:		
2. Person completing this planning worksheet and date:		
3. Knowledge, skills, and attitudes (KSAs) that volunteer(s) in this position need, and whether organization will recruit volunteers with it, train for it, or both.	<b>Recruit</b>	<b>Train</b>
<b>Knowledge</b>		
<b>Skills</b>		
<b>Attitude</b>		

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### 4. Training Design Detail

For each KSA, write an objective and design a learning activity that will help volunteers develop that knowledge, skill or attitude.

1	<b>Objective (KSAs)</b>	<b>Format:</b> <input type="checkbox"/> activity <input type="checkbox"/> game <input type="checkbox"/> worksheet <input type="checkbox"/> brainstorm <input type="checkbox"/> project <input type="checkbox"/> lecture <input type="checkbox"/> poll <input type="checkbox"/> role play <input type="checkbox"/> other:
	<b>Learning Activity</b>	
	<b>Description</b>	
	<b>Materials</b>	
2	<b>Objective (KSAs)</b>	<b>Format:</b> <input type="checkbox"/> activity <input type="checkbox"/> game <input type="checkbox"/> worksheet <input type="checkbox"/> brainstorm <input type="checkbox"/> project <input type="checkbox"/> lecture <input type="checkbox"/> poll <input type="checkbox"/> role play <input type="checkbox"/> other:
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