



**Everyone Ready**<sup>®</sup>

An online volunteer management  
staff development plan

FROM ENERGIZE



Ask the Trainer  
questions starting  
September 21

**Online Seminar**  
To be released September 21, 2009

## Building the Foundation for Volunteer Involvement

Trainer: Susan J. Ellis

This seminar presents the basic principles of volunteer management and sets the stage for learning about it. Prepare to participate knowledgeably in all the learning opportunities *Everyone Ready* has to offer.

### Learning Objectives

After the seminar, you will be able to:

- Explain the scope of volunteer involvement, including who “volunteers” are and what they do.
- Articulate clearly why organizations want and need volunteers.
- Create the foundation for effective volunteer engagement, assuring a welcoming climate for both volunteers and employees, supportive policies, and necessary resources.
- Describe the 12 basic elements of volunteer management – and why everyone in an organization needs to be successful in partnering with volunteers.
- Have the context to participate in the *Everyone Ready* learning opportunities coming monthly.

### The Audience

This seminar is designed for everyone in the organization, whether a lead volunteer, volunteer coordinator, or executive, so that all learners start from the same perspective with basic principles, which will be reinforced throughout *Everyone Ready*.

*Everyone Ready* offers:

- ▶ 24/7 access to Online Seminars or Self-Instruction Guides, and *e-Volunteerism* journal.
- ▶ Ability to access the seminar or self-instruction guide as many times as you want during its availability to your organization.
- ▶ Handouts and seminar notes to print or save for future reference.
- ▶ Ask the trainer questions.