



Everyone Ready®

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 3rd Monday of each month.

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

2nd 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 3rd 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: www.4-h.org/volunteerism

- 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 Sheet* - on the **Everyone Ready®** page

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