



TrainingFocus

Training / TA / Disability Inclusion

DECEMBER 2012

The monthly *TrainingFocus* provides Nebraska National Service leadership with informational tips and resources on topics pertaining to training, professional development, technical assistance and disability inclusion.

Programs are encouraged to submit training tips, resources, links and ideas for monthly features. Send to: Kimberle Hall, ServeNebraska Training Officer, kim.hall@nebraska.gov.



DESIGNING EFFECTIVE TRAINING

Member training and development is a unique benefit of joining AmeriCorps and a goal of national service. The resources and information available through the CNCS networks are extensive. To get the most out of your training and development activities, whether you are developing new training or adapting existing training to suit your program needs, go to:

<http://encorps.nationalserviceresources.org/>

and learn how to:

- Develop a Training Calendar
- Design Training for Adult Learners
- Maximize Your Training Budget
- Use Games to Foster Teamwork
- Use Reflection Activities
- Promote Service-Learning

TRAINING SPOTLIGHT...

This month's spotlight is on **Volunteer Management**. Since these words are in your vocabulary—AmeriCorps, community service, membership development, auxiliary, community organizing, service-learning, pro bono work, supporter, friends group, service club—you are looking for assistance with all types of volunteer efforts.

Having great volunteers makes running an organization much easier. But how do you get people to give you their time for free? And then, how do you keep them motivated?

Training Offering:

- View the 4-minute YouTube Video on "**Volunteer Management: How to Recruit and Keep Volunteers**" - <http://www.youtube.com/watch?v=naXpl6H6p0A&feature=related> Presenter: Micaela Connery, Founder of Unified Theater, www.unifiedtheater.org is a student-driven initiative that facilitates inclusion of students with disabilities through the performing arts.
- A training outline and instructions with discussion questions, activities and evaluation is included to conduct a training following the video.

Additional Volunteer Management Resources:

- **CNCS - Toolkit for Program Sustainability, Capacity Building, and Volunteer Recruitment/Management**, http://www.nationalserviceresources.org/filemanager/download/online/sustainability_toolkit.pdf – For current or potential AmeriCorps grantees, to develop a program that is sustainable, builds organizational and local capacity, has the full involvement of community volunteers, and produces outcomes beyond those accomplished by AmeriCorps members alone.
- **Energize, Inc.**, www.energizeinc.com – is an international training, consulting and publishing firm specializing in volunteerism. How are you partnering with volunteers in your work as a leader of volunteers?
 - "**Practicing What We Preach, Volunteers Helping Us**" – October 2012
Check out the online article and thought provoker: <http://www.energizeinc.com/hot/2012/12oct.php#.UGyPc7dc5hQ.email> (PDF version available)
- **Low Hanging Fruit Communications**, www.lowhangingfruit.us – an online social media and blog site designed to help nonprofits with their volunteers, social media, fundraising concerns.
 - "**Why Volunteers Don't Follow Through**" – October 4, 2012
Check out the online article at www.lowhangingfruit.us: (PDF version available)



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PROFESSIONALISM



Adopting a Serving Mentality

Professionals serve others. They understand that service to others is the highest calling one can have. They respond by doing work that is useful and helpful. They know that serving others is one of the keys to career success, leadership opportunities, personal rewards, and true happiness.

Do:

- ✓ Serve others
- ✓ Find ways to be useful and helpful
- ✓ Be courteous, friendly, and considerate
- ✓ Be sincere and genuine in your service
- ✓ Look for ways to help others and brighten their day

Don't:

- ✓ Wait to be asked
- ✓ Begrudge helping someone
- ✓ Be patronizing or antagonistic
- ✓ Ignore people who need help or assistance
- ✓ Treat clients as though they are an interruption to your work

(Source: The GOALS Institute)

TA-TECHNICAL ASSISTANCE...

- [Prohibited Activities](#) – As legislative efforts pick up, please take special care to make sure all involved with your program do not take part in political or partisan activities while engaged in service or identified with national service.
- [10 Tips for Taking Great Service Photos](#) – Learn how to take powerful pictures that present the impact you are making on lives.
- [Financial Management Resources](#) – Whether you do the hands-on number crunching or are responsible for overseeing budgets, this information from the Knowledge Network can help.
- [MegaSearch](#) – Want to find the rule, regulation or citation in federal law that addresses your AmeriCorps concern? Check out the Corporation for National & Community Service MegaSearch.
- **Grantee Central** – ServeNebraska has consolidated resources to help you manage your program, <http://www.serve.nebraska.gov/grantee/grantee.htm>

FOLLOW UP...

Training Spotlight Resource

- **Poverty Simulation Training Program** – In the November TrainingFocus the training spotlight was on the poverty simulation SPENT. To further explore this topic, ServeNebraska has a poverty simulation exercise that can be used for a more extensive training (one hour to full day). Contact Kim Hall, kim.hall@nebraska.gov to request a copy.

Disability/Inclusion Resource

- **CNCS – Quick Primer on Disability Law for Grantees** – this resource provides general information concerning Disability Law for Grantees and would be good to share with program staff and AmeriCorps members. http://www.americorps.gov/pdf/disab_law_grte.pdf (PDF version available)

Veterans Resource

- **Webinar Archived: Navigating Generational Differences among Veterans and Veterans Organizations** – aired 11/28/12 – Veterans share intergenerational dynamics among veterans and present strategies for bridging differences and avoiding multi-generational traps. <http://www.nationalserviceresources.org/videos/navigating-generational-differences-among-veterans-and-veterans-organizations>

UPCOMING TRAINING EVENT...

- **SAVE THE DATE! Disability Inclusion Conference**
March 6, 2013 – Thompson Alumni Center – University of Nebraska Omaha
Hosted by ServeNebraska & Volunteer Iowa