Staff Training Flow Chart

Volunteer Manager	Volunteer Manager or Trained Assistant/Volunteer

Review Training Design and Materials

Use Current Training Design & Materials?

No

Make changes?

No

Yes

Revise Design and/or Materials

Affected Persons Review Draft

Changes Approved?

No

Make Changes, Change Version # and Release Date

New Version Training Design and/or Materials

Save as Password Protected PDF File or Equivalent

Determine Presenters and Their Availability

Schedule Training & Assign Preparation Duties

Evaluate Training Presentation and Impact

Deliver Training

Yes

Prepare Training Materials per Staff Training Design

Day of Training set Up Training Room

Send Reminder

Reserve Training Room and Equipment

Inform Affected Staff of the Schedule

Arrange for Snacks