



A TEMPLATE FOR VOLUNTEER INVOLVING ORGANISATIONS TO IDENTIFY THEIR VOLUNTEER TRAINING NEEDS AND GAPS

The Centre for Volunteering (The Centre) acknowledges that building relationships between it and its volunteers requires time, effort, resources, communication skills, and active engagement in the volunteering process.

The Centre recognises that it is vital to enhance the quality of the volunteer experience in order to retain existing volunteers and attract new volunteers. Accordingly, Volunteer Involving Organisations (VIOs) should have a training policy. Before a training needs analysis can be conducted, a VIO will need to identify its organisational goals and objectives; then determine the current and projected levels of performance throughout the organisation and its volunteers.

Below is a template of a typical VIO organizational training analysis:

Organisation Name:	
Organisational Objectives:	eg. To ensure that services to the disabled are provided to enable them to live a full and functional life.
Organisational Goals:	Long Term: (consider up to 1 year only. As goals for many VIOs are dependent on funding from various sources such as grants, government funding, allocations, donations etc. which may change over time and may be affected by a changing environment such as COVID 19) eg. <ul style="list-style-type: none"> • Providing telephone check in for clients • Providing a job finding and matching resource
	Short Term: eg: <ul style="list-style-type: none"> • Providing script pickup and drop off • Providing social personsl interactions
Personnel Requirements:	Who:
	What do they do:



	Who has subject matter expertise and what are they: Include Volunteers not just employees
Organisational Chart:	Does one exist? If so, how long ago was it revised to accurately reflect the VIO of today?
Job Descriptions:	Are they up to date? Have responsibilities changed?
Resources:	What training resources are available? (Code of Conduct, Grievance Policy etc.) What further training is required to achieve the goals and objectives of the VIO? Where can you source such training and will it be appropriate. Can the training be undertaken in-house?

Once you have completed this template then complete the volunteer training assessment template.

The Centre for Volunteering
 © 2020 All Rights Reserved
 T 0292613600 - www.volunteering.com.au
 The Centre for Volunteering has a range of services available for volunteer involving organisations.
 For more information, contact us on 02 9261 3600.