



# Creating a Training Plan for Staff

Your staff members are the face of your program and will help find, create, and maintain partnerships. Much of partners' experiences with the program will rely on their interactions with staff. Prepare staff to be ambassadors for the program and to both utilize and manage partners effectively by using a Training and Coaching Plan.

### Staff need training in:

- Working with Partner Volunteers (Y4Y Training To Go)
- Recruiting Partners (Y4Y Training To Go)
- Honoring and Recognizing Partners (Y4Y Training Starter)
- Assessing Program Needs (Y4Y Training Starter)
- Creating Partner Agreements (Y4Y Training Starter)
- Managing partners and best utilizing their assistance
- Asking partners for their help
- Explaining the program's mission and visions
- Sustaining partnerships
- Other:

### How much time is available, and when, for staff training?

- During orientation
- During staff meeting time
- During program breaks
- In conjunction with school teacher professional development
- At conferences
- In professional development sessions scheduled during the year
- Other:

Topic	Date	Time	Who participates	Who leads