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

<table>
<thead>
<tr>
<th>2009</th>
<th></th>
<th>2010</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov.</td>
<td><strong>Seminar</strong> – New Approaches to Recruitment</td>
<td>Jan.</td>
<td><strong>Seminar</strong> – Pitfalls and Obstacles to Volunteer Involvement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mar.</td>
<td><strong>Seminar</strong> – Bridging the Gap between Volunteers and Employees: Keys to Effective Partnerships</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Apr.</td>
<td><strong>Self-Instruction Guide</strong> – Volunteer-related Insurance and Risk Management Issues</td>
</tr>
</tbody>
</table>
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


Sept. Seminar – Cutting-edge Trends and Issues in Volunteerism


Nov.  Seminar – Effective Supervision of Volunteers

Dec.  Self-Instruction Guide – The Role of Department Heads and Middle Managers in Supporting Volunteers

Jan.  Seminar – Handling Challenging Behavior by Volunteers


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


Sept. Seminar – Designing Work for Today’s Volunteers


Nov.  Seminar – Keeping Volunteers Motivated (So They Stay!)

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan.</td>
<td>Seminar – Building and Sustaining Strong Volunteer Leadership</td>
</tr>
<tr>
<td>Mar.</td>
<td>Seminar – New Approaches to Recruitment</td>
</tr>
<tr>
<td>Apr.</td>
<td>Self-Instruction Guide – Methods of Volunteer Program Evaluation</td>
</tr>
<tr>
<td>May</td>
<td>Seminar – Interviewing, Screening, and Placing Volunteers</td>
</tr>
<tr>
<td>June</td>
<td>Self-Instruction Guide – First Days Count: Orienting and Welcoming Volunteers</td>
</tr>
<tr>
<td>July</td>
<td>Seminar – Managing Change (and Dealing with Resistance to It!)</td>
</tr>
<tr>
<td>Sept.</td>
<td>Seminar – Staying on the Cutting Edge</td>
</tr>
</tbody>
</table>

**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](http://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

Funding provided for this program through a grant to National 4-H Council by Monsanto.

For Additional Information Contact:
Sheri Seibold
Extension Specialist, 4-H Youth Development
University of Illinois
**Everyone Ready®** Point Person
sseibold@illinois.edu
217.333.9290