



Volunteer Florida Training Needs Survey

A. Program Data:

Name of Program: _____ City(ies): _____

AmeriCorps Program? (yes) _____ (no) _____ National Direct Program? (yes) _____ (no) _____

Staff projected for 2006-07 year: New Staff _____ Returning Staff _____
(Please use best information available at this time.)

Name and title of person completing this form: _____

INSTRUCTIONS: Please complete this training needs survey based on the 2005 National Service Manager CORE competencies developed by the Corporation for National and Community Service. Please check the appropriate "Importance" box across from each topic to indicate **how important it would be for VOLUNTEER FLORIDA to provide training or technical assistance on this topic.** You may use the "comments" section to provide information about the specific focus which would most help your program or to indicate whether you feel another staff member or the CEO of your organization could benefit from the training.

B. Competency 1: PARTICIPANT RECRUITMENT AND DEVELOPMENT (Individuals working with national and community service programs will be able to recruit, place, train, supervise and evaluate national service participants.)

How important would it be for Volunteer Florida to provide training on these topics?

Training Topic	Importance	Comments
1.1 Resolving conflicts within the AmeriCorps team	<input type="checkbox"/> High <input type="checkbox"/> Low	
1.2 Managing a diverse Corps	<input type="checkbox"/> High <input type="checkbox"/> Low	
1.3 Preparing members for emergency response	<input type="checkbox"/> High <input type="checkbox"/> Low	
1.4 Developing an AmeriCorps identity/esprit-de-corps within your program	<input type="checkbox"/> High <input type="checkbox"/> Low	
1.5 Developing members to lead a service project	<input type="checkbox"/> High <input type="checkbox"/> Low	
1.6 Promoting civic engagement through member development	<input type="checkbox"/> High <input type="checkbox"/> Low	
1.7 Recruiting and retaining AmeriCorps members for your program	<input type="checkbox"/> High <input type="checkbox"/> Low	
1.8 Supervising members & staff at multiple sites	<input type="checkbox"/> High <input type="checkbox"/> Low	
1.9 Conducting effective performance evaluations for members or staff	<input type="checkbox"/> High <input type="checkbox"/> Low	
1.10 Facilitating Team Building activities	<input type="checkbox"/> High <input type="checkbox"/> Low	
1.11 Designing & conducting effective pre-service orientation & ongoing member development & training	<input type="checkbox"/> High <input type="checkbox"/> Low	
1.12 Troubleshooting benefits problems (Education awards, health care, others – specify _____.)	<input type="checkbox"/> High <input type="checkbox"/> Low	
1.13 Processing member enrollments and meeting member enrollment requirements	<input type="checkbox"/> High <input type="checkbox"/> Low	

Thank you for taking the time to provide this information. Your input will help us address the training and technical assistance needs of the Volunteer Florida AmeriCorps network!



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Competency 2: LEVERAGING ADDITIONAL (COMMUNITY) VOLUNTEERS (Individuals working with national and community service programs will be able to leverage their program to recruit or manage additional community volunteers.)

How important would it be for Volunteer Florida to provide training on these topics?

<u>Training Topic</u>	<u>Importance</u>	<u>Comments</u>
2.1 Identifying & recruiting diverse community volunteers	<input type="checkbox"/> High <input type="checkbox"/> Low	
2.2 Developing volunteer position descriptions	<input type="checkbox"/> High <input type="checkbox"/> Low	
2.3 Orienting, training and supervising non-member volunteers	<input type="checkbox"/> High <input type="checkbox"/> Low	
2.4 Resolving conflicts when working with community members or volunteers	<input type="checkbox"/> High <input type="checkbox"/> Low	
2.5 Recognizing, rewarding and supporting non-member volunteers	<input type="checkbox"/> High <input type="checkbox"/> Low	

Competency 3: COMMUNITY ENGAGEMENT AND STRENGTHENING (Individuals working with national and community service programs will be able to work with individuals and organizations to identify community needs, leverage community assets and position their program as a catalyst for community Strengthening.)

How important would it be for Volunteer Florida to provide training on these topics?

<u>Training Topic</u>	<u>Importance</u>	<u>Comments</u>
3.1 Engaging the community in program planning to identify quality service activities	<input type="checkbox"/> High <input type="checkbox"/> Low	
3.2 Negotiating and developing agreements with service partners	<input type="checkbox"/> High <input type="checkbox"/> Low	
3.3 Orienting service partners or host sites to AmeriCorps guidelines and program performance measures	<input type="checkbox"/> High <input type="checkbox"/> Low	

Competency 4: RESOURCE AND FUND DEVELOPMENT (Individuals working with national and community service programs will be able to develop a sustainability plan, identify potential sources of funds, develop proposals, and present requests for assistance.)

How important would it be for Volunteer Florida to provide training on these topics?

<u>Training Topic</u>	<u>Importance</u>	<u>Comments</u>
4.1 Developing a plan for your program's future sustainability	<input type="checkbox"/> High <input type="checkbox"/> Low	
4.2 Writing an effective grant proposal	<input type="checkbox"/> High <input type="checkbox"/> Low	
4.3 Working with the media to promote your program	<input type="checkbox"/> High <input type="checkbox"/> Low	
4.4 Developing an exit strategy for program close-out	<input type="checkbox"/> High <input type="checkbox"/> Low	

Competency 5: PERFORMANCE MEASUREMENT AND EVALUATION (Individuals working with national and community service programs will be able to define or refine performance results, outcome and output indicators, and make use of appropriate data collection instruments for reporting on the performance of their programs and projects.)

How important would it be for Volunteer Florida to provide training on these topics?

<u>Training Topic</u>	<u>Importance</u>	<u>Comments</u>
5.1 Developing and using logic models to create performance measures	<input type="checkbox"/> High <input type="checkbox"/> Low	
5.2 Writing aligned performance measures for program outputs, intermediate outcomes and end outcomes	<input type="checkbox"/> High <input type="checkbox"/> Low	



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5.3 Developing systems to insure data collection on approved performance measures	<input type="checkbox"/> High <input type="checkbox"/> Low	
5.4 Developing tools & instruments to collect data for approved performance measures	<input type="checkbox"/> High <input type="checkbox"/> Low	
5.5 Integrating AmeriCorps evaluation system with lead agency's or program's other evaluation procedures	<input type="checkbox"/> High <input type="checkbox"/> Low	

Competency 6: FINANCIAL AND GRANTS MANAGEMENT (Individuals working with national and community service programs will be able to develop and maintain sound fiscal and organizational management systems and practices compliant with federal laws and regulations and Corporation for National and Community Service requirements.)

How important would it be for Volunteer Florida to provide training on these topics?

<u>Training Topic</u>	<u>Importance</u>	<u>Comments</u>
6.1 Understanding documentation requirements for AmeriCorps programs	<input type="checkbox"/> High <input type="checkbox"/> Low	
6.2 Completing financial reports	<input type="checkbox"/> High <input type="checkbox"/> Low	
6.3 Determining allowable expenses for AmeriCorps programs	<input type="checkbox"/> High <input type="checkbox"/> Low	
6.4 Allocating costs to the AmeriCorps program and across multiple grants or programs	<input type="checkbox"/> High <input type="checkbox"/> Low	
6.5 Documenting matching funds and in-kind contributions	<input type="checkbox"/> High <input type="checkbox"/> Low	
6.6 Establishing adequate internal controls and policies	<input type="checkbox"/> High <input type="checkbox"/> Low	

Competency 7: DISABILITY INCLUSION (Individuals working with national and community service programs will be able to recruit, integrate, and retain persons with disabilities into national service programs and projects.)

How important would it be for Volunteer Florida to provide training on these topics?

<u>Training Topic</u>	<u>Importance</u>	<u>Comments</u>
7.1 Partnering with governmental and community organizations that serve persons with disabilities	<input type="checkbox"/> High <input type="checkbox"/> Low	
7.2 Developing and implementing the required annual Disability Placement and Recruitment Plan	<input type="checkbox"/> High <input type="checkbox"/> Low	
7.3 Conducting an accessibility review of program facilities and policies	<input type="checkbox"/> High <input type="checkbox"/> Low	
7.4 Understanding different disability populations	<input type="checkbox"/> High <input type="checkbox"/> Low	
7.5 Modeling Disability Sensitivity and Awareness	<input type="checkbox"/> High <input type="checkbox"/> Low	
7.6 Providing reasonable accommodations for members with disabilities	<input type="checkbox"/> High <input type="checkbox"/> Low	
7.7 Targeting Ability and being aware of Title I of the ADA when recruiting AmeriCorps members	<input type="checkbox"/> High <input type="checkbox"/> Low	
7.8 Understanding what state and local governments need to know about Title II of the ADA	<input type="checkbox"/> High <input type="checkbox"/> Low	
7.9 Understanding responsibilities for not-for-profit organizations under Title III of the ADA	<input type="checkbox"/> High <input type="checkbox"/> Low	

Competency 8: eGRANTS TRAINING AND TECHNICAL ASSISTANCE (Individuals who work with national and community service programs will be able to effectively use the Corporation's electronic grant management and member tracking system.)



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How important would it be for Volunteer Florida to provide training on these topics?

<u>Training Topic</u>	<u>Importance</u>	<u>Comments</u>
8.1 Writing progress reports (APR)	<input type="checkbox"/> High <input type="checkbox"/> Low	
8.2 Maintaining member records, contracts and files	<input type="checkbox"/> High <input type="checkbox"/> Low	
8.3 Completing Volunteer Florida funding request forms/proposals	<input type="checkbox"/> High <input type="checkbox"/> Low	
8.4 Maintaining member time records	<input type="checkbox"/> High <input type="checkbox"/> Low	

Other Suggested Training Topics you need to increase competency as a Program Director:

Please complete the following questions:

1. List the Top 2 challenges you as a program director have in program management:

- _____
- _____

2. List the Top 2 challenges of supervisory staff (those who directly supervise AmeriCorps members and/or other program staff. *You may include yourself in this category if this is an important aspect of your job.*

- _____
- _____

3. What training or technical assistance do you think it is **most important** to receive from Volunteer Florida?

- _____
- _____



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Thank you for taking the time to provide this information. Your input will help us address the training and technical assistance needs of the Volunteer Florida AmeriCorps network!

Requests to provide this form in alternative formats should be directed to Dee Wilder, Program Development and Training Manager, Volunteer Florida, 401 S. Monroe St., Tallahassee, FL 32301