**Training & Review**

![C:\Users\Heidi\AppData\Local\Microsoft\Windows\INetCache\IE\LGN1ZN2U\training[1].png]()

* Should be discussed at induction
* Named supervisor
* Need to schedule times
* Use review process to gain feedback
* Manages performance & expectations
* Don’t be afraid to say ‘goodbye’

How will you gather training needs?

Regular supervision provides an opportunity to check:

• Whether the volunteer is enjoying the role

• Whether they need extra support

• Whether they would like to expand or change what they are doing

• Whether they would like more training

• How they are getting on with staff, clients and other volunteers

• Whether there are any issues or problems they would like to raise

Getting into a regular pattern of supervision allows a relationship to develop where both parties feel comfortable about discussing issues and concerns, as well as enabling managers to keep up-to-date with volunteers’ changing motivations, support needs and training/development needs.