

# WORKSHEET

## What Kind of Training Do We Need?

One way to retain good volunteers is to offer them ongoing training, but deciding what kind of training is needed may be difficult. This worksheet can be used by coalition or committee members to select areas of training that the group needs and rate the group's present skills or knowledge in several areas.

Community Health Services-Training Resources  
[www.health.state.mn.us/divs/chs/chs.html](http://www.health.state.mn.us/divs/chs/chs.html)

### Step 1

Which areas are most important? Listed below are 22 areas of skills and knowledge. Please review the list and place a check in the box (under step one) next to the 10 areas that seem most essential to your group's process. Then go on to step two.

### Step 2

How well are you doing? Please rate your group's present level of skill or knowledge for all 22 areas. Think of the capability of the group overall, for each area, and ask yourself whether it is adequate to meet the group's goals and objectives. In the box (under step two) write any number from 1 to 4:

	Step One	Step Two	1=inadequate 2=less than adequate	3=adequate 4=better than adequate
1				Fundraising
2				Budgeting
3				Recruiting and Maintaining Membership
4				How to write Goals and Objectives
5				Knowing the needs and preferences of the community
6				Planning and implementing special projects
7				Decision-making and conflict resolution
8				Knowledge of health issues
9				Management of volunteers
10				Holding effective meetings
11				Problem solving methods
12				How to develop community-based health programs
13				Methods for gathering factual health information
14				Ways of sharing skills and information, especially with new members
15				How to set up an appropriate organizational structure with a clear designation of roles and responsibilities
16				How to keep members enthusiastic about the project
17				How to work with the media
18				How to gain community support for the project
19				How to increase the group's influence over important health decisions in the community
20				Providing members with importance and responsible tasks, plus the information and training needed to accomplish these tasks
21				Monitoring and evaluating program performance
22				How to maintain/sustain our programs in the community