**Training Checklist**

Provide specific training for each volunteer that addresses the particular job they will do.

Training should include:

* How the volunteer will perform their position/task (may include Facilitator Training)
* What not to do when performing this task
* How to handle an emergency or what to do when something unexpected happens
* What the goals are for the task
* How their performance will be evaluated
* What equipment will be required and how to use it
* A walk through of the task and coaching while the volunteer tries out the task