



www.serve.nebraska.gov

TrainingFocus

Training / TA / Disability Inclusion

MARCH 2014

The monthly **TrainingFocus** provides Nebraska National Service leadership with informational tips and resources on topics pertaining to training, professional development, technical assistance and disability inclusion.

Programs are encouraged to submit training tips, resources, links and ideas for monthly features. Send to: Kimberle Hall, ServeNebraska Training Officer, kim.hall@nebraska.gov.



Rules for Volunteer Recognition

Recognize...or else – recognize volunteers for productive participation so they feel appreciated.

Give it frequently – Recognition has a short shelf life, give more than once a year.

Give it honestly – Don't give praise unless you mean it.

Give it to the person, not the work – if you praise the event, praise the people.

Give it appropriately to the achievement – praise small and large accomplishments differently.

Give it consistently – Praise for work should come as soon as possible after the achievement.

Give it an individualized fashion – different people like different things. Know your volunteers and what they'll respond to positively.

Give it for what you want more of – Praise the efforts of those doing a good job.

(Source: Take Root Guidebook, HandsOn Network)

TRAINING SPOTLIGHT...

This month's Training Spotlight is on **Visioning**, a process that underlies planning and change.

"Effective leaders help others to understand the necessity of change and to accept a common vision of the desired outcome." ~John Kotter

How can participants use visioning techniques to become better leaders? Visioning is an indispensable skill for leaders to have, as individuals and as members of a team. It's an early step toward getting things done.

Use the Visioning training resource with members to:

- Learn about the value of visioning in leadership and project planning
- Learn a shared visioning and an individual reflection/vision process
- Develop a vision statement for a project or a personal challenge they are working on

To Access the Presentation Activity go to:

http://www.serve.nebraska.gov/training/training_focus.html.

The *Visioning* group learning activity includes a facilitator's outline and the following handouts that relate to visioning to help guide the discussion among participants.

- **Vision as a Cornerstone of Leadership**
- **Creating a Vision**
- **Components of a Vision**
- **A Shared Vision**
- **Martin Luther King, Jr., "I Have a Dream" speech**

Additional Member Training & Development Resources:

For more information and resources on Member Training and Development, visit, <https://www.nationalserviceresources.gov/about>.



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MEMBER CORNER

Reflection Activity

Reflection is an opportunity to understand how your service impacted you, the community served and future volunteers.

Choose one or more of the service quotes below. As a group, discuss the meaning of the quote and how it applies to your service year and the opportunities/challenges you've experienced.

"A different world cannot be built by indifferent people." – Horace Mann

"One of the oldest human needs is having someone wonder where you are when you don't come home at night." – Margaret Mead

"If you don't like the way the world is, you change it. You have an obligation to change it. You just do it one step at a time." – Marian Wright Edelman

"Each of us guards a gate of change that can only be unlocked from the inside. We cannot open the gate of another, either by argument or by emotional appeal." – Marily Ferguson

"We can only serve that which we are profoundly connected to." – Sam Daly-Harris

"We are a landscape of all we have seen." – Isamu Noguchi

(Source: Take Root Guidebook, HandsOn Network)

TA-TECHNICAL ASSISTANCE...

- **Continuing: Grants Management Basics in bite-sized pieces!**
Lesson #3: Unallowable Costs MyFedTrainer.com is the provider of a seven lesson free multi-media series to assist Grants Professionals in recognizing and avoiding the most common areas of non-compliance and audit findings. **Lesson 3** discusses five common types of unallowable grant costs.
- **Grantee Central** – ServeNebraska has consolidated resources to help you manage your program, <http://www.serve.nebraska.gov/grantee/grantee.htm>.

CHECK IT OUT...

- **NerdWallet** creates great tools, crunches numbers and gives you all the results, unfiltered. Be it banking, insurance, health care, investments, education, housing, or travel—they do the homework so you don't have to. They offer data-driven tools and impartial information to help you make solid decisions about the money you work hard to earn. A great resource for AmeriCorps and VISTA members to learn more about the stipend they receive.
- **Council on Financial Assistance Reform (COFAR)**, this website provides information on the recently released grant reform guidance and training webcasts. <https://cfo.gov/cofar/>
- **Healthy Futures Focus:** March has been identified as the month to highlight Healthy Futures efforts as part of the 20th Anniversary celebration. Check out the activities and resources in this area: <http://www.nationalservice.gov/focus-areas/healthy-futures>
- **AmeriCorps20 Toolkit: Get Involved!**
 Yes, we highlighted this last month... however as the 20th Anniversary celebration moves on more resources are being added. Look again... <http://www.nationalservice.gov/programs/ameriCorps/ameriCorps20/resources/engagement-toolkit>

UPCOMING EVENTS...

- **Mayor's Day of Recognition for National Service (April 1)**
- **Global Youth Service Day (April 11-13)**
- **ServeNebraska Week (April 20-26)** – Register your volunteer activity at www.servenebraska.gov
- **Symposium: Celebration of Service (May 8)** – Center for People in Need, Lincoln