



TrainingFocus

Training / TA / Disability Inclusion

JANUARY 2013

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.



MAXIMIZING YOUR TRAINING BUDGET

To create a training program that meets your organization's needs, first you have to know what those needs are. Then, you have to find the resources to address them. Often the latter proves to be more challenging. So, how do you squeeze the most member development out of a limited budget? Here's wisdom from the field:

- **Look within your organization-** Communicate training needs to fellow staff members, the right person may be one of your own.
- **Partner to share expenses-** Consider hosting the training with another program to split costs. Encourages networking.
- **Open to the public for a fee-** Not only can this reduce your costs, your program benefits from increased public exposure.
- **Let supporters know your needs-** Include specific training needs on your fundraising "wish list."

TRAINING SPOTLIGHT...

This month's spotlight is on **Project Planning** in preparation for planning service projects and involvement in National Days of Service such as Martin Luther King, Jr. Service Day, AmeriCorps Week and Global Youth Service Day (GYSD). A high-impact, well-managed service project will keep volunteers coming back and simultaneously increase your program's capacity to deliver services.

Training Offering:

The online course **Project Planning** is offered free through The Online Learning Center, a subsite of the CNCS National Service Knowledge Network. In this course, you will learn to assess community needs, select a project, solidify resources, map logistics, and detail the project plan. Explore the steps to developing projects that put volunteers in the middle of the community and result in measurable community impact. This course was created cooperatively by the Corporation for National and Community Service (CNCS), Hands On Network and ETR Associates.

Learning Objectives:

- Work with the community to identify the community issues/needs
- Discover avenues for finding a project
- Plan a high-impact service project
- Secure human, financial, and educational resources
- Finalize the project plan

To Access the Online Course:

1. Login to the **Online Learning Center**, or create an account here, <http://www.nationalserviceresources.org/online-courses>.
2. Go to <http://learning.nationalserviceresources.org/>, click on **Browse Categories**
3. Under Course Categories, scroll down to **Volunteer Leveraging** and click on **Project Planning**
4. Login to the site
5. To launch the tutorial, click the link: **Project Planning (Tutorial)**
6. Use the Back and Next arrows to navigate the course

To conduct the Project Planning online course the following documents are available at: http://www.serve.nebraska.gov/training/training_focus.html.

- Training Course Outline & Answer Key
- Supporting Project Planning Worksheets:
 - Project Task List
 - Volunteer Position Description Worksheet
 - Project Mapping Worksheet
 - Project Supply List
 - Budget Worksheet



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PROFESSIONALISM



The Five Keys to Being a True Professional

1. **CHARACTER** is who you are and what you stand for. Professionals choose to be professional. They have integrity and they are responsible, diligent, and ethical. They do what is right and project a professional image.
2. **ATTITUDE** is your mental outlook. Professionals have a professional approach and a positive serving mentality. They seek responsibility and are determined. Professionals are team players.
3. **EXCELLENCE** is your commitment to quality. Professionals press for excellence and continuous improvement. They are attentive and follow instructions.
4. **COMPETENCY** is your degree of expertise. Professionals understand their job and develop their skills. They produce results, perform effectively, and communicate skillfully.
5. **CONDUCT** is how you deal with others. Professionals are mature, polite, and loyal. They respect authority and maintain confidences. Professionals do everything with style and class.

(Source: The GOALS Institute)

TA-TECHNICAL ASSISTANCE...

- **Project Toolkits for Martin Luther King, Jr. Day of Service (Jan 21)** – <http://mlkday.gov/plan/actionguides/foundation.php>. Utilize this resource and toolkits as you plan your MLK Jr. Day of Service and other projects.
- **Readiness Roadmap** – <http://www.readinessroadmap.org/>. The Readiness Roadmap was launched at the 2012 National Conference on Volunteering and Service, to allow nonprofits nationwide easy, online access to navigate skills-based volunteering resources from *Common Impact*, *Points of Light*, and *Taproot Foundation*, among others, to help them prepare to use pro bono services.
- **Grantee Central** – ServeNebraska has consolidated resources to help you manage your program, <http://www.serve.nebraska.gov/grantee/grantee.htm>

FOLLOW UP...

Disability

- **NextSTEP (National Service to Employment Project)** <http://serviceandinclusion.org/nextstep/wp-content/uploads/Lessons-Learned-from-Project-Impact.pdf> has published information on "Lessons Learned from Project Impact: Community Service During the Transition to Employment for Youth with Disabilities." Project Impact is being delivered in several states and having significant impact on youth who are looking at transitioning from the traditional High School setting to employment. National Service provides that transition step.

Veterans Resource e

- Learn how you can help returning veterans and their families through your program and individually: <http://www.serve.gov/veterans.asp>

SAVE THE DATE...

- **Martin Luther King, Jr. Day of Service – January 21**
For more information go to: <http://mlkday.gov/about/serveonkingday.php>
- **Disability Inclusion Conference – March 6**
Thompson Alumni Center – University of Nebraska Omaha
Presented by ServeNebraska & Volunteer Iowa
- **AmeriCorps Week – March 9-17**
For more information go to:
<http://www.americorps.gov/about/ameriCorpsweek/index.asp>
- **Global Youth Service Day – April 26-28**
For more information on how you can get involved go to the ServeNebraska website: www.serve.nebraska.gov
- **NEW EVENT: ServeNebraska Week of Service – April 22-28**
More information coming soon...
- **ServeNebraska Symposium: Celebration of Service – May 23**
Location: Center for People in Need, Lincoln