2018 CPDC Volunteer Leadership Summit Proposed Workshop List

This list is based upon feedback from CPDC volunteers on workshops that they would like to see at this year’s summit. Each workshop should be viewed as a framework to be filled in by the presenter.

1. Sharing Your Volunteer Story
   How volunteers can share the story of their work, including via social media, in guest blog posts, through photos and videos, and in-person with peers and fellow volunteers (this workshop should also cover the importance of photo release forms)

   Volunteers will learn various ways to share their stories of service for their own promotion and to assist VE in promoting service across sites and to partners/funders

2. Green/Sustainable Volunteer Programs/Events
   Examples of environmental volunteer programs and events, such as clean-ups, recycling programs, community gardens, and beautification, as well as local resources to tap into for assistance

   Volunteers will learn about various types of environmental programs and where/how to start them in their community

3. Building Relationships, Not Transactions
   The importance of building genuine, solid relationships with fellow volunteers and with those being served, as well as how to engage individuals in a meaningful, authentic way

   Volunteers will learn how to engage a variety of individuals as a way to have a greater impact with their service, including being present in the moment, the ills of cell phone use and not being engaged, the power of positive praise and being concrete in that praise

4. Everyday Recognition of Volunteers
   What are the little ways we can recognize volunteers every day, whether through praise, small tokens of appreciation, or even recognize their growth with more challenging opportunities

   Volunteers will learn how to recognize those that serve with them and for them outside of the current VE recognition methods

5. Diversity Awareness and Cultural Sensitivity
   Recognizing diversity amongst us and how to be sensitive to varying cultures when engaging in service

   Volunteers will learn how to recognize cultural differences in those they serve alongside as well as those they serve, including religious, racial, and political differences to ensure that those similarities and dissimilarities don’t affect how they serve everyone; Will address how volunteers are often clustered by similarities and will address immigrant isolation in service
6. **Using Technology in Service**  
Ways to use technology to engage volunteers and those you are trying to serve

Volunteers will learn how certain technologies can make their service easier, including recruitment of target audiences, creation of materials, researching methods, and keeping in touch with volunteers; will include examples of quality flyers or posters, tips on catching people’s eye, how to creatively and effectively use social media, etc.

7. **Applying Your Skills to Service**  
What skills do you have or hobbies you are knowledgeable about? How can those be applied to your service and used to enhance your community?

Volunteers will learn how their unique skills and abilities – including hobbies – can be applied to their service, including creating new programs and events to share their abilities with others; This workshop can apply a Marketplace technique of sharing skills in a group setting or advertising common interests, and give them options on how to begin engaging others.

8. **Are You The Volunteer Leader Your Community Needs You To Be?**  
Stepping up as a leader in service to inspire and lead others to serve (this is a general workshop on leadership)

Volunteers will learn leadership skills that they can apply to help lead in service in their communities; Volunteers will be best served to see how they can step into a space or void in their community and lead towards a solution.

9. **Engaging Young Men of Color in Service**  
How to engage young men of color (ages 16-25) in service in your community

Volunteers will learn how to engage a demographic that has been difficult to engage in service, including how to recruit and retain young men of color, and what types of service may interest them.

10. **Engaging Immigrant Populations in Service**  
How to engage members of the immigrant community of all spectrums in service in your community

Volunteers will learn how to engage members of the immigrant community in service, including how service is viewed in other cultures and how to recruit and retain immigrant volunteers.

11. **Conflict Resolution**  
How to resolve conflict with other volunteers, staff, those you serve, or generally anyone

Volunteers will learn how to resolve conflict that may arise with fellow volunteers or with those being served, including the steps of de-escalation and resolution.
12. Event Planning 101
How to plan an event, from initial concept to execution, and be certain that the event is set up for success.

Volunteers will learn the planning stages of an event, from initial ideas, to the bringing together of resources, to making sure the logistics of the event ensure a smooth process.

13. Lean On Me: Trust and Collaboration in Service
This workshop will discuss how to build trusting relationships with fellow volunteers, as well as staff and partners, including how to approach new volunteers or partners in a way that is positive and collaborative from the start.

Volunteers will learn how to build trusting relationships with a variety of entities, from fellow volunteers to staff and residents to partners, as well as how to most effectively collaborate on a process, program, or event to ensure its success.

14. Marketing Your Volunteer Experience
How to market your volunteer experience to secure employment, including adding it to a resume and describe your service and the impact it had.

Volunteers will learn how to best advertise their service for employment, including describing service on a resume, describing impact, and applying it to the specific job they are applying for; This workshop would ideally include time to create a few bullet points for a resume and/or a chance to practice interview questions around service.

15. How to Request In-Kind Donations
How to request in-kind donations from local businesses and follow-up, both on the request and with thank you.

Volunteers will learn the process of approaching local businesses for in-kind donations, following-up, tracking the contact with each business, and the procurement of the donation, as well as the follow-up (thank you, impact on community, etc.)

16. Meet and Greet: Engaging New People in Service
Meeting new individuals through service can be scary, especially if we don’t know anyone else volunteering! This workshop aims to help break the ice and assist in ensuring that your fellow volunteers become partners, collaborators, or even friends.

Volunteers will learn how to socialize in a group of new volunteers they are unfamiliar with, particularly in the context of service; This is an ideal workshop for shy volunteers who have a difficult time socializing with unknown individuals.
17. Setting Goals for Your Service
How to set goals for your service (individually or project) and scaffold those goals to meet them (SMART goals)

Volunteers will learn about SMART goals and how to create a solid, meaningful SMART goal for their own volunteer service, as well as how to create goals for programs, projects, or events they are planning or co-planning.

18. Ice, Ice, Baby: The Art of Icebreakers
Running through examples of icebreakers for varying group sizes, from small to large

Volunteers will learn how to run an effective ice breaker, as well as learn a variety of ice breakers to take back with them; Ideally, participants would leave this workshop with a list of icebreakers and instructions to run them.

19. Planning and Running An Effective Meeting
How to plan and run an effective meeting

Volunteers will learn how to ensure that a meeting – whether it be with volunteers or outside of the volunteer realm – is structured properly, has meaning and purpose, and is cognizant of other’s time; Ideally, volunteers would run through a well-planned, shortened meeting as an example.

20. Working With Youth in Service
How to work with youth in volunteer engagement programs, including educational programs and out-of-school time engagement programs

Volunteers will learn how to best engage younger youth (under 14 years old) in service, including their motivations, how to bring them along in their service, recognizing their service in a meaningful way, and what types of programs or events best suit the use of younger youth as volunteers.