



Everyone Ready®

Online volunteer management training

FROM ENERGIZE

Individual Membership Plan

Volunteer Management Skill-Building Program

Everyone Ready® provides you with effective and flexible training, online and on-demand, with the best practices of today's volunteer management. This cutting-edge training program raises the ability for you to welcome community volunteers and enable them to do their best, time and time again.

Build Your Volunteer Management Skills

- Concrete, practical tools to help you lead volunteers and organize volunteer programs most effectively.
- Up-to-the-minute materials from the best trainers and experts in the field.
- Ways to be an effective in-house educator to the rest of the staff about working with volunteers.
- Opportunities to connect and share ideas with volunteer leaders around the world.
- Hours count toward CVA or AHVRP re-certification (see page 5 for details).

Work On Your Time Schedule

- Online materials brought directly to your desktop, anywhere in the world, 24/7.

Save Time, Money, and Travel

- More affordable than attending a single conference! Plus, avoid travel and cut your carbon footprint.

Praise from Participants

"Easy to use, easy to understand, relevant. I especially appreciated the opportunity to see others' questions."

"I have the chance to participate in training from experts I would otherwise never be able to afford!"

"I learn in-depth about particular aspects of volunteering—sometimes in areas I've never considered."

"The seminars and self-instruction guides have become valuable resources to expanding my program effectively."

"*Everyone Ready* provides me with up-to-date information and training tools...if I am looking for new ideas, I always check with the *Everyone Ready* program!"

Read on for a summary of the amazing benefits *Everyone Ready* has to offer.

Visit www.everyoneready.info for more details or contact us:

+1-215-438-8342 or 1-800-395-9800 • EveryoneReady@energizeinc.com

Everyone Ready® Volunteer Management Skill-Building Program

Everyone Ready® delivers quality training and regular communications directly to you through various forms of media including: video seminars, self-instruction guides, audio recordings, and full access to the online journal, *e-Volunteerism*. You can access all resources on your own, at any time. The program is produced by Energize, Inc., internationally recognized for its volunteerism expertise since 1977 (see page 9 for more about the company).

There are four program components available to you:

1. Learning Center and its archive of 39 topics consisting of Self-Instruction Guides and Seminars
2. Guided learning on a bi-monthly Featured Topic
3. Unlimited access to the *e-Volunteerism* journal
4. Discount in the Energize Online Bookstore

Component 1: Learning Center

The cornerstone of the *Everyone Ready* Volunteer Management Skill-Building Program is the Learning Center, a “library” of thirty-six (36) key volunteer management training resources plus three (3) introductory trainings designed to lay the foundation for successful involvement of volunteers. You have 24/7 access to the Learning Center.

The training topics have universal interest, have been field-tested by diverse national organization members since 2005, and are updated regularly.

- The library is searchable by subject, format, and keyword
- All topics offer a downloadable **Certificate of Completion** after an evaluation has been submitted.

Why We Offer Produced Seminars

(Instead of Live Webinars)

- Our seminars are available at *any time* in any time zone.
- High-quality delivery with no annoying interruptions or outside noise
- High-impact training with help of an instructional design team
- Consistent training no matter when or where you view the seminar

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Online Training Seminars

19 video presentations (each divided into three parts, totaling 45-60 minutes in length) with downloadable handouts (PDF).

Self-Instruction Guides

20 downloadable and printable PDFs, 20-30 pages in length, with pre- and post-reading self-assessments, a “Featured Reading” from a respected source, “try-this” exercises, and an annotated list of further reading references and Web links.

- Self-Instruction Guides are downloadable, so you can develop a personal library of volunteer management information.

Added bonus! We provide an **audio recording** (MP3 file) of each Guide for online listening or downloading to a mobile device. This gives you even more flexibility in when and how to access the information.

Component 2: Guided Learning on a Bi-Monthly Featured Topic

The training resources for the *Everyone Ready* Volunteer Management Skill-Building Program are written or presented by leading experts and practitioners in the volunteer management field. While all topics are continuously accessible in the Learning Center, every two months we take a deep dive and guide you through a Featured Topic, for which we assemble a variety of resources you can access immediately on the site. You can then choose to explore the content most relevant to your work and level of experience. Resources offered for each topic include:

- A “food for thought” *introductory video* (under 4 minutes) to put the topic into a broader context
- Self-Instruction Guides
- Online Seminars (full or selected segments)
- Articles from the *e-Volunteerism* journal
- Ability to ask questions of our experts on any training topic

Ask Questions of Our Volunteer Management Experts

Everyone Ready trainers answer questions and discuss issues in the *Ask Your Question* section. *This means you have direct access to an expert in the field 365 days a year.* It permits you to get advice on applying the general information we offer to the specific situations you encounter on the ground – both from the trainer and from learners from other organizations (permitting cross fertilization of ideas and proof of the universality of volunteer management principles).

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Resource Recommendations

Additional resources related to the Featured Topic are also brought to the forefront – selected articles in *e-Volunteerism*, books in the Online Bookstore, and sections of the Energize Web site – linked directly from the Featured Topic page give you additional information right away and jump-start your use of the other learning sources available to you through *Everyone Ready*.

Participant Reminders

Energize sends you notices directly to announce the Featured Topic as well as reminders for you to take advantage of the training opportunities and to ask your questions of the expert trainers. The e-mails also set the topic into context and alert you to further resources on the highlighted subject. You can also join the private *Everyone Ready* Facebook group where you'll receive additional reminders and have opportunities to network with your peers.

It is common to spend money to raise money, so why not budget funds to *raise expertise and energy?* It's *friend raising*. (Besides, research shows that people who volunteer give ten times more money to charity than those who do not.)

Invest in training to work with volunteers strategically and reap long-term results.

Foundational Introductory Topics

You can start with a seminar and two guides designed to orient newcomers, draw attention to the importance of volunteer engagement, and lay the groundwork for the highlighted Featured Topics to come.

Component 3: Unlimited Access to *e-Volunteerism Journal*

An international online publication, *e-Volunteerism: The Electronic Journal of the Volunteer Community*, publishes a new issue quarterly with a variety of new articles on trends and best practices in working with volunteers in any setting. You have full access to read the most current quarterly issue *and* to benefit from the **entire archive of over 16 years of past issues** (over 450 articles and growing).

- Every other month you will be directed to specific articles that provide additional information on the Featured Topic.
- *Advanced* learners will find the journal especially appealing, as it goes beyond the basic level of the *Everyone Ready* seminars and guides.

Component 4: 20% Discount in the Energize Inc. Bookstore

As a member in the *Everyone Ready* Volunteer Management Skill-Building Program, you receive a 20% discount in the Energize Online Bookstore. The bookstore offers a unique selection of over 80 books on volunteer management from many sources on three continents.

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Continuing Education Credits

Everyone Ready Online Seminars and Self-Instruction Guides are eligible ways to earn Professional Development Units (PDUs) toward re-certification for the Certified in Volunteer Administration (CVA) (<http://www.cvacert.org>) credential.

For those in healthcare, "documentation of content hours" may count towards re-certification under AHVRP (formerly known as ASDVS) (<http://www.ahvrp.org>). Each Online Seminar and Guide is worth 1.5 contact hours. A certificate of completion is available after you complete an evaluation survey.

Other credentialing organizations may also accept *Everyone Ready* contact hours as credits towards continuing education requirements, so check with your credentialing organization to see if they qualify.

**The Urban Institute/ UPS
Volunteer Management Capacity Study (2004)
concludes that:**

"investments in volunteer management and benefits derived from volunteers feed on each other, with investments bringing benefits and benefits justifying greater investments."

Individual Enrollment

The *Everyone Ready* **Individual Membership Plan** offers tremendous value to meet your learning needs, providing you *unlimited access* to the full program for a full year.

Annual cost: US \$495

That's just \$41.25 per month to enhance your volunteer engagement skills!

Membership includes:

- Unlimited access to the on-demand Learning Center featuring seminars and self-instruction guides covering 39 topics in volunteer engagement, produced by a faculty of internationally-recognized experts.
- Guided learning on a bi-monthly Featured Topic that allow you to choose from a range of resources that are most relevant to your work.
- Free access to the current issue and full archive of *e-Volunteerism: The Electronic Journal of the Volunteer Community*.
- 20% discount in the Energize Online Bookstore.

Every dollar spent on strategic volunteer engagement is multiplied into additional services you could not otherwise provide.

Volunteers stretch your budget—but that does not mean volunteers are free.

The cost of *Everyone Ready* training is repaid by the *value* of increased capacity and impact.

Enroll today and get immediate access!

<https://everyoneready.training/individual-membership>

Why Not Offer this Program to Everyone in Your Organization?

Everyone Ready offers affordable memberships for Teams and Organizations. And other enrollment options can be arranged for special circumstances. So, please talk with us about the specific needs of your organization so that we may find the right pricing plan that is appropriate for *your* situation.

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Everyone Ready® Topics

3 Introductory Resources

Three introductory topics are available to introduce the basic concepts of volunteer management and prepare participants to take full advantage of all of the *Everyone Ready* program components:

- *Building the Foundation for Volunteer Involvement* (Seminar)
- *The Principles of Volunteer Management: No Matter What Your Job Title* (Self-Instruction Guide)
- *Focus on the Volunteer Program Manager: A Task Analysis of the Role and Its Significant Issues* (Self-Instruction Guide)

36 Key Subjects

The Learning Center includes the three resources above and all the titles below from day 1:

Note: May be modified as necessary. For the latest topic list, go to:
<http://www.everyoneready.info/content/learning-topics>

- *Building and Sustaining Strong Volunteer Leadership*, Seminar
- *Reports with Clout: Showing the Impact of Volunteers*, Self-Instruction Guide
- *New Approaches to Recruitment*, Seminar
- *Methods of Volunteer Program Evaluation*, Self-Instruction Guide
- *Interviewing, Screening and Placing Volunteers*, Seminar
- *First Days Count: Orienting and Welcoming Volunteers for Success*, Self-Instruction Guide
- *Managing Change (and Dealing with Resistance to It!)*,
- *Pro Bono Service: Get Ready for the Highly-Skilled Volunteer*, Self-Instruction Guide
- *Social Networking and Volunteer Involvement*, Seminar
- *Formulating Organizational Policies that Support Volunteer Involvement*, Self-Instruction Guide,
- *Educating Up: Gaining Executive Support for Volunteer Engagement*, Seminar
- *Learn to Do More with More: Fearless Fundraising for Volunteer Program Support*, Self-Instruction Guide
- *Challenges and Obstacles to Volunteer Involvement: Your FAQs*, Seminar
- *Budgeting for a Volunteer Program: Money Well Planned and Well Spent*, Self-Instruction Guide

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Everyone Ready® Topics (continued)

- *Bridging the Gap between Volunteers and Employees: Keys to Effective Partnership*, Seminar
- *Risk Management Issues and Insurance for Involving Volunteers*, Self-Instruction Guide
- *The Power of Integrating Volunteers throughout Your Organization*, Seminar
- *Effective Delegation Skills*, Self-Instruction Guide
- *Generations: Adapting to Volunteers of Different Ages*, Seminar
- *Mandated Service: A Human Resource Opportunity*, Self-Instruction Guide
- *Cutting-edge Trends and Issues in Volunteerism*, Seminar
- *Tapping Into Corporate Volunteer Programs*, Self-Instruction Guide
- *Effective Supervision: A Seminar for Busy Staff Who Partner with Volunteers*, Seminar
- *Middle Managers: Their Vital Role in Volunteer Success*, Self-Instruction Guide
- *Handling Challenging Behavior by Volunteers*, Seminar
- *Volunteer Performance Assessment*, Self-Instruction Guide,
- *Demonstrating the Impact of Volunteer Involvement*, Seminar
- *Informal Volunteer Recognition: Creating a Culture of Appreciation*, Self-Instruction Guide
- *Volunteer-related Issues in Risk Management*, Seminar
- *Just a Click Away: Making the Most of Volunteer Resources on the Web*, Self-Instruction Guide
- *Welcoming Diversity in Volunteer Participation*, Seminar
- *OUR Volunteer Program: The Management Team Approach to Enhancing Volunteer Programs*, Self-Instruction Guide
- *Designing Work for Today's Volunteers*, Seminar
- *It Takes Two to Tango: Building Successful Relationships Between Volunteers and Paid Staff*, Self-Instruction Guide
- *Keeping Volunteers Motivated (So They Stay!)*, Seminar
- *Turning Single Days of Service into Longer Volunteer Involvement*, Self-Instruction Guide

About



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Energize, Inc. is an international training, consulting and publishing firm specializing in volunteerism. If these words are in your vocabulary—*volunteer, community service, membership development, auxiliary, community organizing, service-learning, lay ministry, pro bono work, supporter, friends group, political activist, service club*—we can help! Since 1977, Energize has assisted organizations of all types with their volunteer efforts—whether they are health and human service organizations, cultural arts groups, professional associations, schools, units of government, or any setting involving volunteers.

Our free Web site, www.energizeinc.com, is widely-recognized internationally as one of the most comprehensive resources available for leaders of volunteers. Energize also publishes the quarterly online subscription journal, *e-Volunteerism: The Electronic Journal of the Volunteer Community*, www.e-volunteerism.com, which started in 2000.

We have conducted consultations and trainings with clients all across the United States and Canada, Europe, Asia, Latin America, and Australasia. Known for our extensive knowledge of the volunteer management field and our ability to tailor our consults and workshops to the unique needs of an organization, we can promise positive results.

Energize is one of a very small number of publishers who specialize exclusively in volunteer management materials. We have established a reputation for producing quality electronic resources that meet the real-life needs of leaders of volunteers. These resources are featured in our [Online Bookstore](#), where we sell over 80 titles from sources on three continents.

Our President, **Susan J. Ellis**, is acknowledged as a cutting-edge speaker and writer, always advocating for the strongest vision of volunteer involvement around the globe. Susan is the dean of the *Everyone Ready* program; Sheri Wilensky Burke and Betsy McFarland – each highly credentialed in volunteer management – are the Associate Directors.

Energize has unparalleled relationships with a network of volunteerism trainers and other specialists, selecting the best to provide the highest quality materials and training programs for *Everyone Ready*. To date the following additional experts (from the United States, Canada, Australia and United Kingdom) have been involved:

Peter C. Brinckerhoff
Tracy Brown
Katherine H. Campbell
Martin J. Cowling
Jayne Cravens
Andy Fryar
Linda L. Graff
William R. Henry
Rob Jackson
Colleen Kelly

Suzanne Lawson
John L. Lipp
Steve McCurley
Connie Pirtle
Sarah Jane Rehnborg
Betty B. Stallings
David Warshaw
Carol Weisman
Leigh Wintz

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