



VOLUNTEER TRAINING

SAMPLE OUTLINE FOR A 6-HOUR TRAINING

SESSION ONE

INTRODUCTION AND JIGSAW ACTIVITY - 30 MINUTES

Participants discuss their experience with foreign language classes in pairs and share as a group.
Participants learn about the students, volunteers, staff, mission, funding, etc. of your organization.

LANGUAGE LESSON - 25 MINUTES

This interactive immersion language lesson puts participants in the shoes of their students.

STAFF AND STUDENT PRESENTATION - 25 MINUTES

The Director or appropriate staff member discusses the logistics of student-volunteer matches.

EXPECTATIONS AND FIRST DAY - 10 MINUTES

Participants discuss the expectations that volunteers should have of their students and the program.

MATERIALS - 20 MINUTES

Volunteers learn how to use the curriculum.

7 TIPS - 5 MINUTES

Here we offer seven tips (plus one bonus) to make great English classes.

REALIA AND FIELD TRIPS - 25 MINUTES

Participants work in groups to come up with ways in which to use certain real objects in the classroom.
We talk about the importance of and organization necessary to planning great field trips for students.

GIVING HOMEWORK - 5 MINUTES, IF TIME PERMITS

Here we discuss the importance of homework and how to incorporate assignments into daily lessons.

CASE STUDIES - 10 MINUTES

Small groups discuss common challenges that may come up with classes.

CLOSING - 5 MINUTES

SESSION TWO

INTRODUCTION AND ADDENDUMS - 30 MINUTES

Volunteers have a chance to ask any questions they have come up with from the week before and the facilitator will add any information not covered during the first session.

CULTURE SESSION - 25 MINUTES

Using the cultural curriculum designed for Intercambio, participants are introduced to the necessity of cultural awareness in teaching.

VOCABULARY - 25 MINUTES

Volunteers participate in a vocabulary lesson drawn from the English curriculum.

GRAMMAR - 30 MINUTES

Volunteers participate in a grammar lesson drawn from the English curriculum. They also learn the difference between “real” English and textbook English.

4 SKILLS - 10 MINUTES

Using an interactive activity, participants begin to think about the necessity of incorporating practice in listening, reading, writing and speaking skills into all activities.

PRONUNCIATION - 25 MINUTES

Volunteers learn what pronunciation encompasses and how to incorporate pronunciation instruction into their lessons.

ROLES - 5 MINUTES

Here the facilitator discusses a potential evolution in the student-learner relationship

CLOSING - 10 MINUTES

Volunteers have a chance to share their concerns and are reminded of any important information. Volunteers will turn in any necessary paperwork at this time.