



## Sample Outline: Volunteer Training Session 1

1. **Introduction** (15 minutes)
  - a. During the introduction, participants discuss their experience with foreign language classes in pairs and share as a group. The training facilitator goes through the agenda. Everyone introduces themselves.
2. **Jigsaw Activity** (15 minutes)
  - a. This group activity gives people information about the nuts and bolts of the program. Participants learn about the students, volunteers, staff, mission, funding and programming of the organization.
3. **French Lesson or Culture Lesson** (25 minutes)
  - a. This interactive immersion French lesson gives participants the opportunity to be in the shoes of their students.
4. **Expectations and First Day** (10 minutes)
  - a. Participants will discuss the expectations that volunteers should have of their students and the program and the expectations that students and the program staff should have of volunteers.
5. **Materials** (20 minutes)
  - a. During this hands-on session, volunteers learn how to use the curriculum. They realize why the books were designed and what advantages they have over other curricula.
6. **Program Coordinator Presentation** (15 minutes)
  - a. The Program Coordinator discusses the logistics of student-volunteer matches. This is a great opportunity for volunteers to meet programming staff.
7. **7 Tips** (5 minutes)

- a. Here we offer seven tips (plus one bonus) to make great English classes.
- 8. **Realia** (20 minutes)
  - a. This section gives participants the opportunity to work in groups to come up with ways in which to use certain real objects in the classroom.
- 9. **Field Trips** (5 minutes)
  - a. Here we talk about the importance of and organization necessary to planning great field trips for students.
- 10. **Giving homework** (5 minutes if time permits)
  - a. Here we discuss the importance of homework and how to incorporate assignments into daily lessons.
- 11. **Director's Visit** (10 minutes)(as appropriate)
  - a. Here the Program Director introduces him or herself. He/She will talk about how important the volunteers are to the program and offer some insight. Homework can be assigned for the next session, as necessary.
- 12. **Case Studies** (10 minutes if time permits)
  - a. Small groups receive descriptions of common situations that volunteers face. They discuss their particular case and share with the larger group.
- 13. **Closing** (5 minutes)
  - a. Volunteers have a chance to share their concerns and are reminded of any important information.

## Sample Outline: Volunteer Training Session 2

14. **Introduction and addendums** (30 minutes)
  - a. Volunteers have a chance to ask any questions they have come up with from the week before and facilitator will add any information not covered during the first session.
15. **Culture Session** (20 minutes)
  - a. Using the cultural curriculum designed for Intercambio, participants are introduced to the necessity of cultural awareness in teaching.
16. **Vocabulary** (20 minutes)
  - a. Volunteers participate in a vocabulary lesson drawn from the English curriculum.
17. **Pronunciation** (20 minutes)
  - a. Volunteers learn what pronunciation encompasses and how to incorporate pronunciation instruction into their lessons.
18. **Grammar** (20 minutes)
  - a. Volunteers participate in a grammar lesson drawn from the English curriculum. They also learn the difference between “real” English and textbook English.
19. **4 Skills** (10 minutes)
  - a. Using an interactive activity, participants begin to think about the necessity of incorporating practice in listening, reading, writing and speaking skills into all activities.
20. **Roles** (5 minutes)
  - a. Here the facilitator discusses a potential evolution in the student-learner relationship
21. **Closing** (5 minutes)
  - a. Volunteers have a chance to share their concerns and are reminded of any important information.