



## EPC Essential Training Leading Volunteers

**Location:** iHotel and Conference Center, Champaign IL  
Lunch, coffee, water and snacks will be provided.

**Presenters:** Duane Friend, State Master Naturalist Coordinator and Climate Specialist  
Candance Anderson, State Master Gardener Specialist, Shiela Powers, Volunteer Relations Associate  
Ramona Girtman, Volunteer Management Systems Associate, Amanda Taylor, Associate Director for Workforce Dev., Amy Henschen, Senior Program Lead for 4-H Youth Development, Elisha Hughes, Professional and Training Development Associate.

Extension Quarterly New Staff Orientation		
8:00 – 8:30 AM		Check in
8:30 – 9:30 AM	Candance Anderson & Amy Henschen	<b>What to Expect in your first year</b> Year at a glance by program area: 4-H, NREE & AAB
9:30-11:00 AM	Sheila Powers & Ramona Girtman	<b>New Volunteers:</b> Recruitment, Retention, Documentation, Training, Retention Strategies, Communication, Navigating volunteer expectations, Setting Boundaries.
11:00- 12:00 PM	Sheila Powers & Ramona Girtman	<b>Where to find the Answers:</b> Learn how to find the resources for volunteer management
12:00-1:00 PM	Lunch Break	
1:00 – 1:30 PM	Sheila Powers & Ramona Girtman	<b>Risk management:</b> Beginner overview of risk management
1:30-1:45 PM	Break	
1:45-3:30 PM	Amy Henschen & Elisha Hughes	<b>Meeting Facilitation and Group Dynamics</b>
3:30-4:00 PM	Amy Henschen & Elisha Hughes	<b>Value of Volunteers to Extension.</b> Volunteers are the backbone of many Extension programs, helping to extend our reach and impact in communities. Learn how Coordinators can best utilize this resource and be a leader for their program
	Adjourn	