LESSON PLAN

Course Title	Topic	Subject	Tutor:	Date	Time:	No in Class:
Managing Volunteers	**Supervise and Support Volunteers**	**Management within the volunteer sector**				

Aim of the session the candidate will have:	
Knowledge of how to encourage volunteer development. **The learners will be able to identify what support volunteers need.** **The ability to analyse and evaluate volunteer progression constructively.** **The learner will be able to communicate effectively and feed back to volunteers.**	What will I use to check learning: **Quiz** **Case Study** **Policy/Procedures** **Observation** **Professional Discussion** **Witness testimony** **Personal statements**

Development of Skills: Functional Skills/Core Skills: English   Maths   ICT   ESOL   e-learning   Practical Work Skills   Study Skills
ECM Themes: ECM1 Being Healthy;   ECM2 Staying Safe;   ECM3 Enjoying and Achieving;   ECM4 Positive Contribution;   ECM5 Economic Well Being
Curriculum for Excellence: Responsible Citizen; Successful Learner; Confident Individual; Effective Contributor
*PLEASE CIRCLE/HIGHLIGHT

Learner outcome. By the end of this session the candidate will:

- **Understand how to encourage the development of volunteers.**
- **Be able to provide appropriate and effective support to volunteers.**
- **Be able to evaluate volunteer activities and achievements in a constructive manner.**
- **Understand how to communicate and exchange feedback with volunteers.**

Teaching and learning resources planned are:

- **Case Study**
- **Quiz**
- **Policies/Procedures**

Language, Literacy, Numeracy to be addressed in this session

Literacy / Language: Functional Skills: English/ICT

EQUALITY AND DIVERSITY: This will be met as we will be looking at different learner needs; i.e. poor sight, disabled, hearing impaired, cultural need, or specific learning difficulties. Learners will work in a safe environment, and will have every opportunity to make a contribution to the session. Session will be varied to meet learning styles, to give the learner the opportunity to enjoy and achieve.
REFLECTIONS ON THE LESSON: (evaluate the effectiveness of the session and make amendments if needed)

Timing	Teaching Activity	Development of Skills Enterprise	Learning Activity (include differentiation/ extension activity)	Resources used	Assessment Method
5 minutes	**Welcome /Introduction**				
90 minutes	**Discussion on skills assessment methodologies, techniques to assess skills and activities of volunteers,**	**Learn / understand assessment methodologies in relation to volunteer skills**	**Learners to discuss with each other case studies and relevant experience of volunteer skills**	• **Handouts/notes** • **Case study**	**Observation / questioning**

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	methodologies for improving effectiveness of volunteer skills				
60 minutes	Tutors to present a scenario to each learner for them to create a skills development plan and identify areas of additional support	Analyse and interpret information.	Create a development plan from pen portrait and scenario handout for the volunteer.	• Case study • Discussion • Listening skills • Handouts • Development plan template	Observation/questioning Work product discussion
60 minutes	Group discussion on the reasons for and benefits of promoting a culture of development and learning, the impact of a blame culture on motivation and personal development	Personal learning and thinking skills Learn / understand	Learners to discuss and identify benefits of promoting a culture of development	• Reading • Handouts • Discussion	Discussion Observation/ questions
30 minutes	Activity and discussion on how to encourage reflection, the types of and techniques for giving positive and constructive feedback	Personal learning Practical skills	Learners to complete activity and identify and discuss how to encourage learner reflection and provide feedback. Role playing activity to experience providing feedback.	• Reading • Handouts • Discussion • activity	Discussion Observation/ questions
30 minutes	Tutor to demonstrate methods to evaluate volunteers' achievements, ways of encouraging and motivating volunteers	Learn/understand	Learners to participate in discussion with tutor and peers to evaluate methods of encouraging and motivating volunteers. Participation in role play	• Handouts • Discussion • Note taking • activity	Observation Discussion Questioning
20 minutes	Tutor to detail how to communicate and	Learn / understand	Learners to participate in discussion and share	Discussion listening	Discussion Observation/ questions

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	exchange feedback with volunteers		knowledge and experience on giving feedback		
20 minutes		Evaluation of learning/feedback	Learners to complete an evaluation questionnaire	Evaluation questionnaire	Analyse questions/feedback

Things that went well	Improvements needed
Follow up for next session	Improvement and/or issues

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