Model Documents – Appendix 10

VOLUNTEER TRAINING RECORD

Name of Volunteer: _____

Position: _____

☐ **A training plan is developed with the volunteer based on training appropriate to their job assignment, language requirements, education/background and previous experience**

Training can include: on the job training, in-house sessions, workshops and conferences, written materials

Date(s)	Total Hours	Training (identify type of training and how it was conducted)	Completed (Y/N)