



Everyone Ready®

An online volunteer management
staff development plan

FROM ENERGIZE®

**Volunteer management training...
at your fingertips!**



AFS-USA has enrolled in *Everyone Ready*®,
volunteer management online training, to provide
you with cutting-edge, practical information you can
access anytime from anywhere.

A new topic every month!

Upcoming and Archived Topics include:

- **Building the foundation for volunteer involvement**
- **Role and responsibilities of the volunteer program manager**
- **Effective volunteer and paid staff partnership**
- **Effective delegation skills**
- **Tapping into corporate volunteer programs**
- **Effective supervision of volunteers**
- **Handling challenging behaviors of volunteers . . . *And more!***

Expert trainers answer questions

specific to your situation through an online
Discussion Board.

Begin your learning NOW

(see next page for access information)

“ The seminars and self-instruction guides were
on topics that applied directly to situations
I encounter daily. They gave great real
examples and numerous suggestions. ”

EVERYONE READY WILL HELP YOU IN YOUR WORK WITH VOLUNTEERS!

- In alternating sequence, you will get access to either:
 - An **Online Seminar**, available for two months, which includes a Flash audio-visual trainer presentation and downloadable handouts
 - A **Self-Instruction Guide**, providing you with a participatory way to combine written information and exercises you can do at your desk or with your colleagues.
- You can also access **archived topics!**
- Full access to ***e-Volunteerism: The Electronic Journal of the Volunteer Community***—and its searchable Archive
- 15% discount on volunteer management books in the Energize online bookstore



Your in-house Point Person is:

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Welcome to *Everyone Ready*®!

How to Log In

Volunteers and staff should go to Global Link, at <https://usa.afsglobal.org/AFSGlobal/> and log-in as they normally would. Once logged in, they should click the "resources" tab at the top of the home page.

"Everyone Ready" is one of the options in the "Other Resources" section. Just double-click "Everyone Ready" and it will take you right to the Main Page.

Your Main Page

Your Main Page will change and a new Current Topic will be posted on the **3rd Monday** of each month.

The screenshot shows the 'Everyone Ready' website interface. At the top left is the logo with the tagline 'An online volunteer management staff development plan FROM ENERGIZE'. Navigation buttons for 'Tour', 'Help', and 'Contact' are at the top right. A banner for a new issue of 'e-Volunteerism' is below. The main content area features a 'Current Topic: Seminar' section with a 'Go' button and a 'Tour' icon. The seminar title is 'New Approaches to Volunteer Recruitment' by Susan J. Ellis, ending January 16. A callout box explains that 'Current Topic' features alternate self-instruction guides every other month, posted on the 3rd Monday. To the right are sections for 'Last Month's Topic' (Self-Instruction Guide: Learn to Do More with More: Fearless Fundraising for Volunteer Program Support), 'Next Month's Topic' (Upcoming Topics: Details about the next featured topic and a 12-month calendar of upcoming topics), and 'Archived Topics' (16 Seminars and Guides, Introductory topics). A callout box for 'Archived Topics' says 'Access previously released Self-Instruction Guides and Introductory Seminar here.' Below the current topic are 'More Resources' (e-Volunteerism Journal, Books - Discount Details) and 'Your Other Books' (e-Volunteerism Online Journal). Callout boxes explain that 'More Resources' are related to the current topic to augment learning, and 'Energize Bookstore' offers over 80 titles on volunteer management with a 20% discount code 'ALL'. The 'e-Volunteerism Online Journal' callout says 'Read current and archived articles.'

Want More Details or Need Help?

Just click on the **Tour** icons or the **Contact** or **HELP** links found on the Main Page. You can also contact your in-house Point Person (see previous page on lower right side) or *Everyone Ready* staff via ersupport@energizeinc.com or call toll-free: 1-800-395-9800.