



London Museum Development Volunteer Training Bank: **How to use the training bank**

This guide was written by Lynne Gillett (lgconsultancy@yahoo.co.uk) on behalf of the London Museum Development Team. This guidance has been developed to be used in conjunction with the training modules in the Volunteer Training Bank.

The materials in the Museum of London's Volunteer Training Bank have been developed by trainers who are experts in their field and have experience of training and working with volunteers.

Each session lasts for half a day and is designed to raise awareness and improve people's skills and knowledge in key areas. The sessions are designed to be as participative as possible and to meet the needs of people with a range of different learning styles. All the workshops have been run for museum volunteers in London, and received very positive feedback.

How do I use the Training Bank?

Each workshop has a 'Training Plan'; the Plan is an outline of the half day workshop, it contains:

- a list of exercises
- an explanation of the training outcomes for each exercise
- timings for each exercise

In addition, each workshop has materials for the exercises, handouts, and an accompanying presentation.

There are a number of ways the Training Plan and accompanying materials can be used. The workshops can be delivered as half day sessions for your volunteers, or individual exercises can be used for shorter training sessions. The information can also be adapted for your volunteer newsletter, or the Training Plan can be used as a starting point to develop your own session.

Support for trainers

The Training Bank provides the basic resources to run a session, but we are interested to hear how you use and develop the training. We are also keen for people running volunteer training in museums to be able to share their experiences and get in touch with each other, so an e-group has been set up.



The e-group can be used to:

- talk to people who have already run the training
- share new exercises or adaptations to exercises
- discuss parts of the training which went particularly well, or maybe parts which didn't work so well
- share tips, or ask for help
- discuss some of the practicalities of training i.e. getting volunteers to take part, finding a training space etc.

Click here to join (you have to sign up to Yahoo first, but that's free):

groups.yahoo.com/group/Londonmuseumshubvolunteertraining

The London Museum Development Team also offer support to London's non-national museums through a range of free training programmes for staff and volunteers. To find out more please visit: www.museumoflondon.org.uk/supporting-london-museums or email museumdevelopment@museumoflondon.org.uk