



ASPN Hosts

Leadership Academy

Agenda

(Subject to change)

December 2026: Orientation Video (to watch at anytime)

January 13, 2027: Building a Strong Volunteer Foundation

Focus: Starting volunteers off right and establishing clear expectations.

- Volunteer screening requirements
- Creating a consistent screening process
- What should happen before a volunteer begins service?
- Effective orientation practices
- Setting expectations from day one
- What information should every volunteer receive?
- Station responsibilities during onboarding

Takeaway: A simple, consistent screening and orientation process that can be used across programs.

February 10, 2027: Program Policies, Procedures & Documentation

Focus: Creating the tools that provide consistency and preserve institutional knowledge.

- Policy vs. procedure
- What policies should volunteers know?
- What procedures should staff follow?
- When should a policy be updated?
- Creating clear and practical procedures
- Consistency across programs and stations
- Documenting processes so knowledge isn't lost when staff change

Takeaway: A simple framework for reviewing and developing program policies and procedures.

March 10, 2027: Leading & Managing Volunteers Through Challenges

Focus: Addressing performance concerns while supporting volunteers and protecting the program.

- Identifying a performance concern
- Addressing issues early
- Having difficult conversations
- Documenting concerns
- Setting clear expectations
- Coaching vs. corrective action
- When to involve supervisors/HR
- Knowing when a volunteer should no longer serve

Takeaway: A step-by-step approach for handling performance concerns while protecting the volunteer, program, station, and organization.



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Agenda, continued

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April 14, 2027: Building Strong Community Partnerships

Focus: Turning community connections into sustainable, mutually beneficial relationships.

- Identifying potential community partners
- What makes a strong partnership?
- Understanding mutual benefit
- Developing and maintaining relationships
- Communication expectations
- MOUs and partnership agreements
- Keeping partners engaged
- Turning one-time connections into long-term relationships
- Measuring the impact of partnerships

Takeaway: A partnership-building framework and practical tools for developing stronger community relationships.

May 12, 2027: Advocacy, Education & Telling Your Program's Story – 1st hour

Focus: Building awareness and demonstrating the value of volunteer service.

- Understanding the role of advocacy in volunteer programs
- Educating the community about the value of volunteer service
- Telling your program's story effectively
- Sharing impact through data, stories, and outcomes
- Building awareness with community leaders and partners
- Advocating for volunteers, stations, and program needs
- Identifying opportunities for community education
- Representing the program professionally
- Turning everyday volunteer experiences into powerful stories of impact

Takeaway: Participants will leave with practical tools for communicating their program's impact, educating others, and advocating for continued support of volunteer service.

Graduation



Register Here!