**Journey to Justice in XXXX Training for volunteers at XXX**

**Date and time**

**We’ll send our short films and link to website in advance.**

1. Introductions – your name and what it means to you and your connection to social justice (in pairs if large group)
2. Journey to Justice aims/work/the exhibition - handout about main exhibition, guide, trail.
3. Local histories and programme.
4. Venue - layout, toilets, café etc, First Aid, point of contact. (Ask staff member to do this. Ideally you will run the training at your venue with the exhibition installed)
5. Tour of exhibition and history of civil rights movement.
6. Role & expectations of volunteers (activity), what do you think is important about the role? If you were a visitor, what would you expect from volunteers? A chance to discuss interaction with visitors/welcoming them/engaging with them/what to say etc. Practical aspects – tags/sign-up etc. Run role play? (JtoJ)
7. Paperwork – photo permission, evaluation/equality forms, expenses form, sign-up, donations, checklist etc.
8. Journey to Justice films? and checklist – including encouraging visitors to sign-up and donate/tour of exhibition
9. Evaluation of training

****

**Journey to Justice training for XXXXX volunteers XXX (date)**

1. Any comments about the **organisation, venue or refreshments**?
2. Did you **have enough information** about JtoJ and the exhibition **before** the training day? If not, please say what you would like to have known/been sent.
3. Did you feel **prepared for your role as a volunteer** by the time you left the training session? Please explain your answer.
4. Which part(s) of the session were **most memorable** for you? Why?
5. Overall, how much did you enjoy the training? 1 = Not a lot 5 = Enjoyed it a lot

1 2 3 4 5

Any comments?

1. Do you have any **suggestions about how we could have improved the session**?
2. **Any other comments?**

**Thank you very much**