



## *London Museum Development Volunteer Training Bank:* **Introduction to Museums Training Plan**

This plan was written by Jane Seaman ([jane@janeseaman.co.uk](mailto:jane@janeseaman.co.uk)) on behalf of the London Museum Development Team. Jane is a freelance trainer, consultant and writer specialising in volunteer management issues. Jane has produced the 'Introduction to Museums Training Plan' to be used in conjunction with the 'Introduction to Museums Presentation' and the 'Introduction to Museums Handouts' available on the London Museum Development Team's Volunteer Training Bank ([www.museumoflondon.org.uk/supporting-london-museums/resources/training-bank](http://www.museumoflondon.org.uk/supporting-london-museums/resources/training-bank)).

For more information on how to use these resources to support you to train your volunteers, please read the 'How to use the Training Bank' and the 'Train the Trainer Guide' documents available here: [www.museumoflondon.org.uk/supporting-london-museums/resources/training-bank](http://www.museumoflondon.org.uk/supporting-london-museums/resources/training-bank)

This half day 'Introduction to Museums' training session is designed for volunteers new to the sector. The 'Introduction to Museums Training Plan' provides a suggested agenda along with a more detailed plan, with trainer notes for staff to use to deliver the session to volunteers.

By the end of the course, participants should have an understanding of:

- What is a Museum?
- The Code of Ethics
- The types of Museums and how they are funded
- The Language of Museums
- Museum Groups
- The Role of the Volunteer



## ***Suggested Agenda***

<b>Time</b>	<b>Activity</b>
10.00am	Arrival
10.30am	Introductions
10.45am	What is a museum?
11.10am	Code of Ethics
11.35am	Break
11.45am	Types of Museums and how they are funded
12.05pm	The Language of Museums
12.25pm	Museum Groups
12.40pm	Break
12.50pm	The role of a volunteer
1.20pm	Conclusion and Evaluation
1.30pm	End



## Training Plan with trainer notes

Activity & Corresponding PowerPoint Presentation Slide	Training Notes	Additional Comments for Trainer	Time needed
<b>Introduction</b>  (PowerPoint slide 1)	<ul style="list-style-type: none"> <li>• Introduce self</li> <li>• Cover housekeeping items, eg fire alarm / evacuation, breaks, mobile phones</li> <li>• Explain the purpose of the training / aims of the course</li> <li>• Participants to introduce themselves</li> <li>• Participants to state what they hope to get out of the session</li> <li>• Each person to write two things on a post-it note and stick on wall</li> </ul>	<p><i>Make sure participants know what to expect from the training and that, although the training is participative, it is a safe environment.</i></p> <p>Keep this brief and to the point.</p>	15 mins
<b>What is a Museum?</b>  (PowerPoint slides 2-4)	<ul style="list-style-type: none"> <li>• Split into small groups and ask them to come up with 'Five things that define a museum'</li> <li>• Get them to feedback to the rest of the group</li> <li>• Look at the MA, and other definitions</li> </ul>	<p><i>Use this as both a fun learning exercise, and as an icebreaker.</i></p> <p><b><i>At the end of the activity give out Handout 1: What is a Museum?</i></b></p>	25 mins



<p><b>Code of Ethics</b></p> <p>(PowerPoint slide 5)</p>	<ul style="list-style-type: none"> <li>• Look at Code of Ethics</li> <li>• Discuss what applies to them and why</li> </ul>	<p><i>Use this activity to introduction participants to the Code of Ethics, particularly that the wider society expects museums to be a public service as well as acquisition and disposals guidelines.</i></p> <p>Keep this brief and to the point.</p> <p><b><i>At the end of the activity give out Handout 2: Code of Ethics</i></b></p>	<p>25 mins</p>
<p><b>Break</b></p> <p>(PowerPoint slide 6)</p>			<p>10 mins</p>
<p><b>Types of museums and how they are funded</b></p> <p>(PowerPoint slide 7)</p>	<ul style="list-style-type: none"> <li>• Discuss types and ask for definitions of each</li> <li>• Ask for London examples</li> <li>• Look at funding types &amp; responsibilities</li> </ul>	<p><i>Try and make it specific to your organisation as well, so participants know the type of museum they are working in, how it is funded and any requirements they need to be aware of.</i></p> <p><b><i>At the end of the activity give out Handout 3: Types of Museums</i></b></p>	<p>20 mins</p>



<p><b>The language of museums</b></p> <p>(PowerPoint slides 8-10)</p>	<ul style="list-style-type: none"> <li>• What am I talking about?</li> <li>• Keeper or curator</li> <li>• DMCS, ACE, MA etc.</li> <li>• Go through slides and explain</li> </ul>	<p><i>Try to include museum terms, job titles and acronyms specific to your organisations, so participants are aware of them when they start to volunteer.</i></p> <p><b><i>At the end of the activity give out Handout 4: The Language of Museums</i></b></p>	<p>15 mins</p>
<p><b>Museum Groups</b></p> <p>(PowerPoint slide 11)</p>	<ul style="list-style-type: none"> <li>• Are they aware of the variety of groups and the benefits of either belonging to or of regularly checking websites?</li> <li>• Does their museum subscribe?</li> <li>• Does the group or association have a newsletter or magazine they could read?</li> </ul>	<p><i>This enables volunteers to understand the different groups they could ask for support/guidance on.</i></p> <p><b><i>At the end of the activity give out Handout 5: Related Museum Groups</i></b></p>	<p>15 mins</p>
<p><b>Break</b></p> <p>(PowerPoint slide12)</p>			<p>10 mins</p>



<p><b>The role of the volunteer</b></p> <p>(PowerPoint slide 13-14)</p>	<ul style="list-style-type: none"> <li>• Get participants to brainstorm on flipchart paper the following:             <ul style="list-style-type: none"> <li>○ Different types of volunteers</li> <li>○ Different volunteer roles</li> <li>○ Expectations of volunteers</li> <li>○ Expectations of museums</li> </ul> </li> <li>• Clarify any points</li> </ul>	<p><i><b>At the end of the activity give out Handout 6: Volunteer roles and expectations</b></i></p>	<p>30 mins</p>
<p><b>Conclusion</b></p> <p>(PowerPoint slide 15-16)</p>	<ul style="list-style-type: none"> <li>• Ask group if they have any further questions</li> <li>• Let them know of the further support available to them from the London Museum Development Team (website, contacts and training)</li> </ul>	<p><i>Collect evaluation/feedback from participants.</i></p>	<p>10 mins</p>