



LATENT ID

Your Personalized Latent ID Report

How You Could Make More Money

Prepared by Latent ID™

Prepared for: Tessa

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Private and confidential. Prepared for Tessa's personal use.

Fictional Sample

Tessa is not a real person. Her interview answers, including her location, were written to show what a Latent ID report looks like. The sources and published figures are real and were checked on October 24, 2026. Your own report is built from your own interview and will be different.

Section 1: What You Bring

Tessa, two of your examples look nothing alike on the surface. At the community health centre, you turned three competing spreadsheets into one shared calendar with a weekly check-in, and missed volunteer pickups fell from about six a month to one. In your tenants' association, you turned meetings that kept ending in shouting into a plan agreed in one evening. This report calls them the volunteer driver schedule and the repair fund meeting, and builds on them throughout. Behind them sit eight years of coordinating community health programs.

What You Want

You want about \$1,000 more each month and a reliable second income stream. You have about 3 to 5 hours a week, which is 13 to 21.7 hours in an average month. You told us you will not give up stable income, work evenings or weekends, sell constantly or take on significant debt, and that weekends are when you care for your mother. Every suggestion here respects those limits.

Your Possibilities

- Strongest direction to test first: paid weekday or online training for organizations on the volunteer-coordination method you built. Suitable to test now, which means you can start exploring it this month; it does not mean anyone has agreed to pay yet. Sections 4 to 7 give you the materials to begin.
- Grant writing for small nonprofits: needs more investigation, because your interview does not yet describe a grant you have written. You marked it for later (Section 8).
- Starting or growing your own business: needs more investigation, and you marked it for later. It becomes worth looking at only once organizations book you more than once (Section 8).

How This Report Works

Most of this report is material you can use: a draft value statement, a one-page description of your method, a first message to the health network, an exploratory workshop outline and a tool for the moment you would usually say no. Each one is a starting point written from your interview, for you to adjust in your own words. The 30-day plan in Section 11 shows how to use them, beginning with a 20-minute step in Section 3.

Section 2: The Pattern in Your Work

Here is our reading of what connects your examples. It is an interpretation drawn from your interview, not a rule about every situation.

What the Two Examples Share

In the volunteer driver schedule, drivers kept missing pickups because the schedule lived in three spreadsheets and nobody knew which was current. In the repair fund meeting, residents kept arguing about how to spend a small fund. One is paid work and one is not, but you did the same thing in both. You gathered information that already existed, put it on one page or one calendar, and added a simple rule that kept people moving: a weekly check-in in one case, and everyone speaking once before anyone speaks twice in the other.

You also brought the people affected into the fix. You mapped the schedule with the drivers and intake staff, and you collected every resident's request before the meeting. That may be part of why both changes held: people used what you built because they had helped to shape it.

What Others Have Already Noticed

Two other programs at your centre now use your guide and calendar, and staff from other teams come to you when their schedules fall apart. A building manager asked for your meeting sheet to use in other buildings. A regional health network asked you to run paid workshops for three of its clinics. You told us this work is "treated as part of my job". Other people have been treating it as something worth copying, and once, worth paying for.

Where This Could Matter

This kind of contribution matters wherever people depend on a shared schedule, a handoff or a group decision: volunteer programs, community health centres, hospital volunteer departments and the volunteer centres that train coordinators. You named the two strengths you would most like to use more in paid work: turning messy notes into clear one-page plans, and building simple training guides for new staff. Your examples show both, which is why the directions that follow centre on them.

Section 3: Your Draft Value Statement

A value statement says what you do, how you do it and what it has achieved, in words you can use in conversations about opportunities. This draft is written from your interview. Change any wording that does not sound like you, add details you know and we do not, and save your version somewhere easy to find.

Draft Value Statement

"I help community programs fix the coordination problems that make volunteers give up. At the community health centre where I have worked on community health programs for eight years, our volunteer drivers kept missing pickups because the schedule lived in three spreadsheets. I mapped every step with the drivers and intake staff, rebuilt it into one shared calendar with a short weekly check-in, and wrote a one-page guide for new volunteers. Missed pickups fell from about six a month to one, and two drivers who were about to quit stayed. Two other programs at the centre now use the same method."

Short Spoken Introduction

"I coordinate community health programs, and I'm good at turning a messy schedule into one simple system people actually use. At my centre, that cut missed volunteer pickups from about six a month to one."

Check before you use them: your exact role in the redesign, who else was involved, and whether your employer is comfortable with you describing the result outside work. Use "we" where the work was shared and "I" for the part that was yours.

Start Here: About 20 Minutes

1. Read the value statement and the spoken introduction aloud once.
2. Mark any words that do not sound like you, and replace them.
3. Add one detail only you know, such as [what the drivers said once the new calendar started].
4. Save your version in a notes app or document you can open quickly before a conversation.

Section 13 has a blank value-statement framework for writing a new version from scratch.

Section 4: Your Method on One Page

Organizations book training they can picture. This draft describes your method the way you would brief a new coordinator, and it is the page you would send with your message in Section 6. Adjust it to what you actually do, and leave out anything that belongs to your employer.

Draft: Keeping Volunteer Schedules From Falling Apart

The problem: volunteers miss shifts and give up when the schedule lives in several places and nobody knows which version is current.

- Map the process with the people who run it: every step from a client's call to the volunteer arriving, mapped with the volunteers and intake staff themselves.
- Keep one shared calendar that everyone can see, in place of competing spreadsheets.
- Hold a short weekly check-in to catch problems before they become missed shifts.
- Give new volunteers a one-page guide to how it all works.

What it achieved at one centre: missed pickups fell from about six a month to one, two drivers who were about to quit stayed, and two other programs at the centre adopted the method.

Check before you send it: your employer's rules on sharing a method you built at work (Section 11, days 1 to 7). If the specific guide belongs to your employer, describe the four steps in general terms instead. Section 13 has a blank version of this page.

Section 5: Paid Training: Why It Fits and What Could Stop It

Suitable to test now. You told us teaching, training or running workshops is realistic to start testing in the next few months, and your evidence supports a small, low-risk test. Demand and pricing for your own training are untested, so treat what follows as a starting point, not a settled answer.

Why It Surfaced

You named teaching or training as something you would like to explore. Your interview adds how strongly the evidence points there: other programs copied your method, colleagues bring you their broken schedules, and a health network asked you to run paid workshops. You said no, because the workshops were on weekends and because you were unsure about price and qualifications. This direction is that same request, reshaped around your limits: weekday or online sessions, booked in advance, with no selling to the public.

Who Would Pay

Organizations that run several volunteer programs: regional health networks, community health centres, hospital volunteer departments and volunteer centres that train coordinators. A volunteer coordinator, the staff person who recruits, schedules and supports volunteers, would usually be in the room, and their manager would usually approve the booking.

What Could Make It Unsuitable

- Timing: workshops usually happen during the working day, and you work full time. If none of your 3 to 5 hours fall on weekdays and organizations will not book online, this direction does not fit as it stands, and we would not suggest bending your evening and weekend boundary to make it work.
- Your job: your employer may have rules on outside paid work, and a say in how a method built at work is used. Check before you charge for it.
- Reliability: one workshop brings in money once. A reliable second income needs bookings that repeat, such as the same organization booking again or several sites in one network.

What Would Show It Is Working

An organization accepts weekday or online delivery, names a fee that still works once your unpaid preparation is counted (Section 10), and would book more than once. A named fee is a promising start, not yet evidence of a steady income.

Section 6: Your First Conversation

The health network that asked you is the fastest, lowest-cost test, because it already wants this kind of training. This message reopens the conversation on your terms. It asks; it does not sell.

Draft Message to the Health Network

"Thank you again for asking me to run workshops on volunteer coordination for your clinics. Weekends don't work for me, but I'm still interested. Would a weekday or online session work for you? If so, I'd like to understand what you would need, what you would usually pay for a session like this, and whether you'd book it once or more than once."

Questions to Ask

- Would a weekday or online session work, and for how many coordinators?
- What would you usually pay for a session like this, and is preparation paid separately?
- Would this be a single workshop, or something you would book again or for other sites?
- Who decides, and what would they need to see first?

If You Hear "Not Yet"

- "We only run weekends": "That's helpful to know. Would an online session, or a shorter weekday session for one clinic, be possible?"
- "We're not sure what we'd pay": "What have you paid outside trainers before, and what did that include?"
- "Not right now": "Thank you. Could I send you a one-page description of the method for when the timing changes?"

Section 11 schedules this message for days 8 to 25, after you have checked your time and your employer's rules. Ask two more organizations where you already know someone, such as another community health centre or a volunteer centre, the same questions, and write each answer in the conversation record in Section 13.

Section 7: An Exploratory Workshop Outline

This is an exploratory draft, built from the volunteer driver schedule. No organization has agreed to it, so treat it as something to discuss, not something to sell.

Draft: Keeping Volunteer Schedules Working (90 Minutes)

- Who it is for: up to 15 volunteer coordinators from one organization or network.
- Format: a 90-minute weekday session, online or on site.
- The problem it addresses: missed shifts and volunteers giving up when schedules and handoffs are scattered.
- Intended benefit: fewer missed handoffs. Results depend on each program, so no improvement can be promised.
- What participants do: map one of their own handoffs, set up a shared-calendar structure, plan a weekly check-in and start a one-page volunteer guide.
- What they leave with: a mapped handoff, a calendar structure and a draft one-page guide for their own program.
- Scope boundaries: one session; the organization supplies its own examples; no software purchase; preparation time agreed in advance, and ideally paid.

The First Build Takes Time

A survey by the [Association for Talent Development](#), published in January 2018, found that professional training designers spent an average of 28 hours building each hour of live online training and 38 hours for each hour of classroom training. At those averages, a 90-minute session built from scratch would take about 42 hours online or 57 hours in person (calculated by Latent ID). You already have a working guide and method, so your first build should take far less, but it is real work, and it is unpaid unless a buyer pays for preparation. Section 13 has the outline headings with space for your own version.

Section 8: Other Directions

Grant Writing, for Later

Needs more investigation. You asked us to look at writing grant applications for small nonprofits, and you marked it for later. Your skill at turning messy notes into clear one-page plans is relevant, because a grant application is largely a clear plan with costs and outcomes. Your interview does not yet describe a grant you have written, so a useful first step, when you are ready, is one application for a group you already know.

Your Own Business, for Later

Needs more investigation. You also marked this for later. A business structure adds little before repeat buyers exist; if two or more organizations book you more than once, it becomes worth looking at.

One More Option Worth Knowing About

You did not ask us to explore a better-paid role, so we have not built a direction on it. Your evidence does point to one possibility inside your current job: asking whether the training and system design you already do for other programs could become a recognized, paid part of your role. It would keep your stable income and use hours you already work. Whether you want it is your decision; if you do, the evidence in Section 2 is what you would bring to that conversation.

Running your tenants' association meetings stays unpaid, as you asked. The repair fund meeting appears in this report only as evidence of your skill.

Section 9: Before You Say No

You described what happens when an opportunity could raise your income. You start listing everything you would need to know first, such as what to charge and whether you need a certificate. Then you check your calendar, see your weekends are taken with your mother, and say no before you have asked any of the questions. That is what happened with the health network.

You connected this to something your father used to say: that a steady paycheck is worth more than a big idea. We are not suggesting that message caused your pattern, and nothing here asks you to give up your steady paycheck. Your caregiving is real, and so is your wish for security. The aim is narrower: to make sure each no rests on an answer, not on a question you have not asked yet.

Sorting Your Questions

Use this table whenever an opportunity comes with a list of things you would need to know first.

If your question is...	It is...	A useful next step
What would they pay me?	A question only a buyer can answer	Ask it in the conversation (Section 6)
Do I need a certificate?	A question a published source can answer	See below: no source we found requires one
Can I do weekends?	A real limit	Keep it, and ask whether weekdays or online sessions would work
Am I qualified enough?	Possibly discounting experience before it has been checked	Compare the request with your examples (Sections 2 to 4)

The Certificate Question

We found no source saying a certificate is required to train volunteer coordinators. A voluntary credential does exist: the [Council for Certification in Volunteer Administration](#) offers the Certified in Volunteer Administration (CVA) designation, with exam windows in April and October 2027 and a listed fee of \$400 (the page does not state the currency). It may add credibility later. It is not a reason to wait now, and the health network approached you without one.

A Practical Strategy

Before you reply to an opportunity, write your questions down and sort them with the table above. Ask the buyer's questions first, and decide once each one has an answer or a real limit rules the opportunity out. Wording for the moment you would usually say no: "Thank you for thinking of me. Before I decide, could I ask a few questions about timing and what you would need?"

Section 10: The Numbers Behind Your Decision

These figures help you judge whether paid training could reach about \$1,000 a month in the hours you have. What organizations charge, the fee you would need and what you would keep are different things, so each appears separately.

What Organizations Pay for This Kind of Training

Each price below was published by its source. None is a fee anyone has offered you.

Source	Published price	What kind of figure it is
Volunteer Toronto (current page)	\$300 an hour, up to 3 hours per booking	Current price an established Ontario centre charges organizations. Not what a trainer is paid
Volunteer Ottawa (April 2026 course)	\$200 a seat for members, \$250 for others, two days	A per-seat course price. Not what a facilitator is paid
Professional Writers Association of Canada (2018)	\$25 to \$80 an hour for teaching	Historical illustration, written for writers who teach
Cross Country NWT (2021)	\$400 a day, plus travel costs	Historical illustration from another sector and region

One Worked Example

Assumptions, stated so you can change them: 3 to 5 hours a week; an average calendar month of $52 \div 12 = 4.33$ weeks; and, as an illustration only, half of those hours paid teaching, with the other half spent arranging, preparing and invoicing. That gives 13 to 21.7 hours a month, of which 6.5 to 10.8 would be paid. To bring in \$1,000 a month, an organization would need to pay you about \$92.31 an hour at 5 hours a week, or \$153.85 an hour at 3 hours a week. Figures are calculated at full precision and rounded only for display. This is an illustration, not a prediction, and no organization has named a fee yet.

For comparison, at Volunteer Toronto's published \$300 an hour, \$1,000 would be about 3.3 paid hours a month. That is what an established centre charges its customers, not a fee anyone would pay you.

Revenue Is Not What You Keep

A fee an organization pays you is business revenue. Unpaid preparation, any costs and income tax come out before you know what you keep, so invoicing \$1,000 in a month does not mean \$1,000 more in personal income. Before your first invoice, check the tax and registration requirements for self-employment income.

Your Own Check, Once a Buyer Names a Fee

1. Divide \$1,000 by the hourly fee they name. That is the paid teaching hours you would need each month.
2. Add the unpaid time you recorded for arranging and preparing.
3. Compare the total with your 13 to 21.7 hours a month. If it fits, and the organization would book again, the direction can work on your terms. If it does not, the fee is too low for your hours, however good the fit with your skills.

Section 11: Your 30-Day Plan

This plan uses the materials in this report. Most of the work is checking, personalizing and testing drafts that already exist. It takes about 8 to 12 hours over 30 days (planning estimates), or about 10 to 14 hours with the optional workshop step, inside the 13 to 21.7 hours a month you have. Activities overlap, and the plan needs no spending and no evenings or weekends. The numbers are targets to aim for, not outcomes the plan can promise.

Days	Activity (and the tool it uses)	Time	What you will have
1 to 7	Check when your free hours fall, and your employer's rules on outside work and on your method	1 to 2 hours	Your available weekday hours, and a clear answer or condition from your employer
3 to 12	Personalize your value statement and one-page method (Sections 3 and 4)	2 to 3 hours	Your own versions, ready to send
8 to 25	Have three conversations, starting with the health network (Section 6)	4 to 6 hours	Answers on timing, fees and repeat bookings
10 to 20 (optional)	Adapt the workshop outline (Section 7)	About 2 hours	A session you can describe in two minutes
26 to 30	Decide your next step (below)	About 1 hour	One written decision with a date

Days 1 to 7: Check Your Time and Your Employer's Rules

Write down when your 3 to 5 hours fall in a normal week, and whether any of them are weekday daytime hours. Then read your employer's policy on outside work, or ask human resources one plain question: may you be paid by another organization to teach volunteer coordination, and does the employer have any claim on the guide and calendar method?

- What useful progress looks like: you know when you could deliver, and you have a clear answer or condition from your employer.
- If you need another approach: if you have no weekday hours, ask organizations about online sessions; if outside paid work is not allowed, look at the option inside your current job (Section 8).

Days 3 to 12: Make the Value Statement and Method Yours

Begin with the 20-minute step in Section 3. Then adjust the one-page method in Section 4 and ask one colleague to read it.

- What useful progress looks like: your colleague can explain the method back in two sentences.
- If you need another approach: if one page feels thin, add one before-and-after example from the volunteer driver schedule.

Days 8 to 25: Hold Three Conversations

Send the message in Section 6 to the health network, then ask two more organizations where you know someone the same questions. Record each answer in the conversation record in Section 13.

- What useful progress looks like: at least one organization tells you whether weekday or online delivery works, what it would usually pay and whether it would book again.
- If you need another approach: if all three insist on weekends, record that clearly. It is a useful answer, and the option inside your current job remains.

Days 10 to 20, Optional: Adapt the Workshop Outline

If a conversation goes well, adapt the outline in Section 7 to what the organization described.

- What useful progress looks like: you can explain the session, what participants leave with and its limits in about two minutes.
- If you need another approach: if no organization is ready yet, keep the outline for later.

Days 26 to 30: Decide Your Next Step

Look at what you recorded. If an organization accepts your timing and names a fee that passes your check in Section 10, agree one paid pilot session at the fee you heard. If the fee is too low, ask whether preparation is paid separately or whether several sites could book together. If no one can work with your timing, that answer protects your time. Write the decision in two sentences with a date.

Section 12: Your Recap

You already have what organizations look for in this kind of training: a method that solved a real problem, a measured result, and other programs that chose to copy it. This report has given you the words and tools to show it.

- Main direction: paid weekday or online training on your volunteer-coordination method, tested through three conversations.
- For later: grant writing and your own business, once you have a first work sample or repeat bookings.
- Starting point: 20 minutes with your value statement in Section 3, today.

Do not register a business, buy a certificate or agree to weekend work to make a booking happen; none of them is part of the first test. This report does not promise income.

Section 13: Your Reusable Templates

These blank versions of the main tools are for you to copy and reuse. They supplement the drafts earlier in this report, and each one names the section with its completed example. Copy a table into a document, or print the page and write by hand.

Value-Statement Framework (completed example: Section 3)

Field	Your words
What I help with: the problem I fix	
My experience: years, setting and role	
Example: the situation, what I did and what changed	
How I work, in one sentence	
Spoken introduction: two or three sentences	
Details to verify before I use it	

One-Page Method (completed example: Section 4)

Heading	Your version
The problem	
The steps	
What it achieved	
What to leave out (employer material)	

Conversation Planner (completed example: Section 6)

Field	Your plan
Organization, contact and how I know them	
My opening, adapted from Section 6	
Three questions I will ask	
If I hear "not yet": my response	
The next step I will ask for, and when I will follow up	

Conversation Record (use after each conversation in Section 11)

Field	What I learned
Date, person and organization	
Weekday or online: would it work?	
Fee mentioned, and is preparation paid?	
How often they would book	
Who decides, and the agreed next step	

Workshop Outline (completed example: Section 7)

Heading	Your version
Title, length and who it is for	
The problem it addresses	
What participants do and leave with	
Scope boundaries	
Questions on fit, timing and price	

Fee Check (completed example: Section 10)

Step	Your figures
Fee named, per hour	
Paid hours needed: $\$1,000 \div \text{fee}$	
Unpaid time recorded for arranging and preparing	
Total, compared with your 13 to 21.7 hours a month	

Sources and References

Every source below was read on October 24, 2026. "Published" marks a figure taken from a source; "calculated by Latent ID" marks one worked out from it using your own numbers and the named assumptions.

Publisher and title (each title is a link)	Published, accessed, and what it was used for
Volunteer Toronto. Custom Training for Volunteer Managers	Publication date not stated; accessed 2026-10-24. Current price an established Ontario centre charges organizations for this kind of training; not a trainer fee (Section 10).
Volunteer Ottawa. Volunteer Management Bootcamp, April 8 to 9, 2026	Publication date not stated; accessed 2026-10-24. A per-seat course price, not a facilitator fee (Section 10).
Professional Writers Association of Canada. What to Pay a Writer (2018)	Published 2018; accessed 2026-10-24. Historical illustration only: 2018 teaching fees (Section 10).
Cross Country NWT. Facilitator Pay Policy (January 14, 2021)	Published 2021; accessed 2026-10-24. Historical illustration only: one non-profit's 2021 facilitator honorarium (Section 10).
Association for Talent Development (Robyn A. Defelice). How Long to Develop One Hour of Training? Updated for 2017	Published 2018; accessed 2026-10-24. How long professional designers take to build training, an upper reference, not your time (Section 7).
Council for Certification in Volunteer Administration. Certified in Volunteer Administration (CVA) Initial Certification	Publication date not stated; accessed 2026-10-24. The voluntary volunteer-administration credential, exam dates and fee (Section 9).