



A TURNING POINT  
FOR WOMEN



LIFE SKILLS: TRAINING | COACHING | PUBLICATIONS

## Training Location Preparation – FAQ from Host Organizations

This information is for reference only and can change without notice

### What are minimum requirements for a suitable training location?

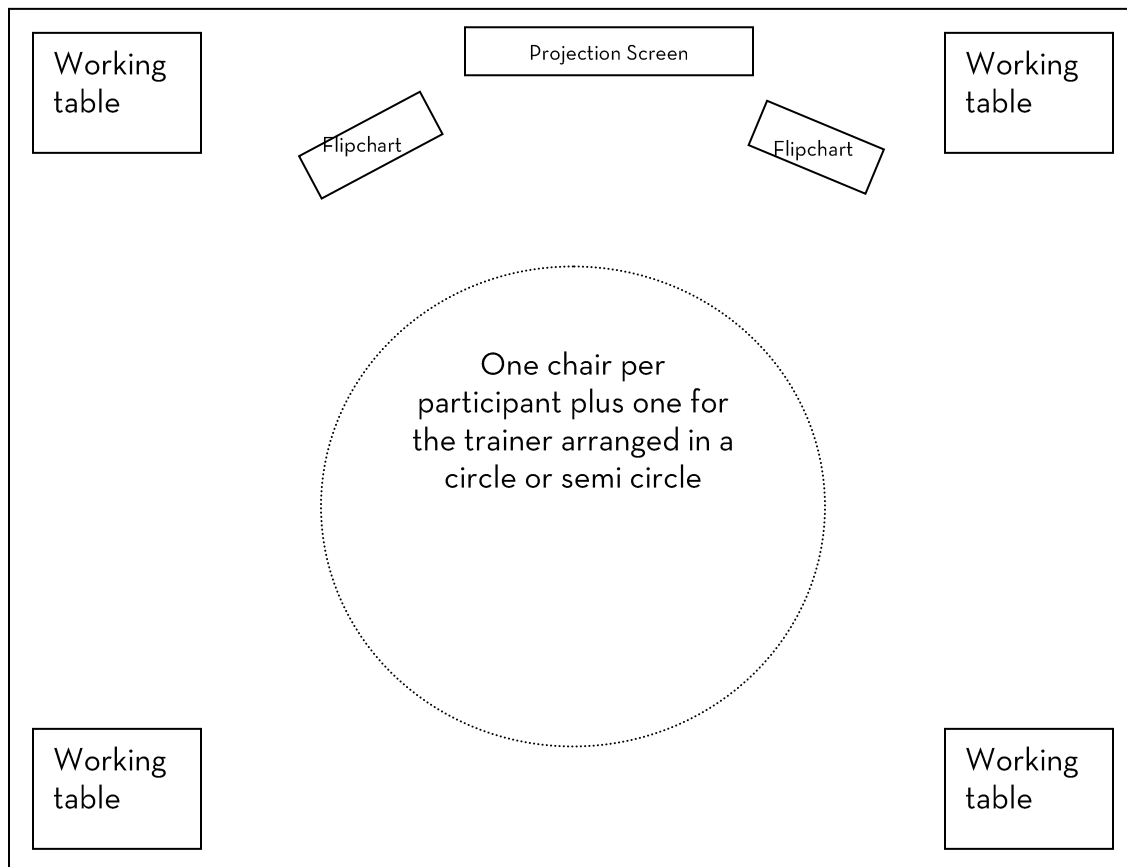
Group size	minimum 12 / maximum 15 + 1 trainer
Room size	minimum 16 x 25 square feet plus breakout space or minimum 20 x 30 square feet with breakout space
Chairs	One per participant + 1 trainer (13 to 19)
Tables	4 to 5 for breakout activities
Flipchart stands	2
Flipchart paper	1/2 a block or more
Overhead projector	1
Refreshments or access to food/shops	walking distance is necessary as coffee breaks and lunch breaks are short
Appropriate lighting & ventilation	There are 8 training hours per day plus occasional evening work and poor air and lighting reduces concentration
Accessible to people with disabilities	Not all training sessions have people with disabilities attending but occasionally it is required
Accessible to public transportation and/or main roads	Close of a major highway or a bus stop that is in a safe area of town. Occasionally participants stay late at the training site to complete assignments.
Lodgings - price per room	A hotel or BB nearby may be necessary for those who chose to travel to the training location and stay over night.
Meeting Room Daily Rental Rate or Bartering training seats	Fee for the raining room for five days or if interested, up to two training seats can be made available to the host organization
Parking	On site, nearby, preferably free or average cost
Cancellation Policy	If the training session is not sold and we need to cancel we give our clients 10 working days notice with no financial penalty.
Available Technical Support	Contact person on site to show us the use of the equipment and facility

### What time does each session start and end?

- Participants schedule is 9 to 5 mandatory
- Trainers arrive around 8:30 am and leave between 5:30 and 6:00 pm -based on participants needs.
- The ideal time to have the room available is from 8 am to 6 pm

### What kind of room setup is necessary?

- This is the “ideal” room set up. We know that not every room can accommodate the working tables or arrange them in this fashion. Tables are needed for participants to work on their projects. Any way in which they can be arranged is helpful as long as participants can gather around them.
- Locations with small training rooms that fit only the circle of chairs must have an additional training room containing work tables that can be used as break out space.



### What kind of AV equipment you need from us?

Some trainers use more audio visuals than others but when they are not available we can run the training with only two flipcharts stands and flipchart paper.

### Necessary

- Two flipchart stands
- Flipchart paper
- Overhead projector
- Access to a photocopy (we will pay for each copy used)
- Access to a fax machine (if needed only)

### Optional but desirable:

- TV / VCR/DVD
- Laptop
- Power Point Projector

### Refreshments – What is expected from host organizations?

- A steady supply of water, coffee and tea is expected.
- A fridge and a microwave oven are appreciated for participants to store and warm up their food.
- Some snacks (cookies, chips, etc.) are appreciated as well.

### What are the expectations of our staff contact person to preparing for the training?

- We need the contact person to confirm they have received the shipment with the training material and have it available in the training room before the trainer arrives to set up.
- We also rely on the host contact person to ensure the training room chairs, tables and AV equipment (if available) has been arranged as per the graphic above.
- Participants may also contact the host organization person when they want specific information beyond the general info sheet we send them.
- On the first day of the training session participants' may contact the host organization instead of YWCA Toronto to let us know they running late.

### What about during the training session?

- We need someone to help us problem-solve issues pertaining to the location as they may arise -photocopy's codes, difficulties with the AV equipment, washroom and other housekeeping details.

### Will someone be coming out in advance to become familiar with the space and iron out any loose ends?

- We normally do not come ahead of time, but whenever possible, the manager accompanies the trainer to set up on the first day of the training session in ***new locations only***.

### What is the process of getting the training organized?

#### YWCA Toronto

- Registers participants and produces the attendance list

- If registrations are low we will notify the host organization and participants two weeks prior to the start date
- Provides location and contact information to trainer and participants
- Ships all training material to the attention of the host organization contact person
- Provides trainer with host organization contact information

#### Host Organization

- Sets up the room
- Provides refreshments
- Provides contact person
- Provides access to photocopy / fax (if needed) /AV equipment (if available)

#### What else is expected from host organizations?

- The most important role the host organization play is to be the link to the local community. Promotion and outreach efforts to fill the seats in the training session are the determining factors in making it a success.
- The host organization also helps us acquire accurate information about the location and its surroundings (things like hotels, parking, restaurants, etc.). This information is included in the package participants received in preparation for the training.

#### What are the differences between hosting a training session versus contracting YWCA Toronto to deliver training when needed?

- Hosting a training session delegates all responsibilities and costs for the training session to YWCA Toronto. As a public training anyone can attend and it is at the discretion of YWCA to limit the number of participants and cancel or run the session based on registrations. As a host training organization, the responsibilities focus on preparing the training room, arranging for refreshments, being of assistance to problem solve issues related to the location and ***most importantly*** help us ***promote the training*** in the community.
- Agencies contracting training services from YWCA Toronto normally want to take advantage of the flat fee to train as many of their employees as possible in one single training session. Contracted services are not open to the general public and do not get listed in our web schedule. Who attends, when it takes place and where is delivered is decided by the agency contracting services.

#### What are the advantages of contracting versus hosting YWCA Toronto training services?

- The main advantage of contracting services is that the agency gets to decide who attends the training, when and where it will be delivered.

- Contracting services is a good option for agencies that have 8 to 10 staff to train and can open the remaining training seats to other agencies to cover some of the costs. This is an acceptable practice by YWCA Toronto as long as the fees charged are the same (\$975) charged by YWCA Toronto.
- For contracted services the agency is responsible for organizing the training and producing the participants registrations list. Contracted training sessions do not get advertized in our web site and the sole responsibility (financial and operational) for making the training happening rests on the agency.

### What is the flat fee for contracting Life Skills Coach training services?

- The flat fee for contracting Life Skills Coach training services is \$9,500 for each session:
  - Life Skills Coach Ph1- Fundamentals of Life Skills
  - Life Skills Coach Ph2- Dynamics of Life
- The flat fee includes the text book *The New Dynamics of Life Skills Coaching*, the Participant's Workbook and other training material.
- This fee does not include additional expenses which could include some or all of the following: air flights, mileage or other forms of travelling, lodging, meals stipend, shipping and ground transportation.
- Depending where the contracting agency is located and how far the trainer has to travel the additional costs could vary considerably.

### What kind of promotional material is available for host agencies to promote the training in their local communities?

- We have a Life Skills Coach flyer template that includes a course outline and it can be adapted to any training/location.