

Practicalities when contracting training with drugsandstuff



Practicalities

The trainer can only take a portion of the praise for a successful event. The purchasing organisation takes its share for a successful event.

Many people involved in purchasing training are very able and experienced. The following points are intended to ensure that a training event takes place smoothly and satisfactorily.

Course checklist

The following is a simplified version of the course checklist that I sometimes use when arranging training events.

Course title

[Dates](#)

[Closing date](#)

[In-house training](#) OR [multi-agency training](#)

[Min and ma number of participants](#)

[Venue](#) and [catering](#)

[Trainer and contact details](#)

[Equipment](#), including flipchart and PowerPoint projector

[Course materials](#)

Admin details e.g. flyers, emails, invite/acceptance letters, certificates, course [evaluation forms](#)

[Travel and accommodation](#)

Notes

Dates

Please check the availability of John Mosley for your intended training.

Closing dates and run-in time

A minimum of four weeks run-in time is needed between the initial contact and delivering a course. For the trainer, this ensures that any audience-specific resources can be prepared. For the purchasing authority this provides just enough time to promote the training, arrange diaries and any necessary cover. For 'urgent' or 'just-in-time' training, the run-in time may be negotiated.

In-house training

Courses can be delivered for organisations on an in-house basis, for a particular team, department or across the whole organisation.

Multi-agency training

DATs, co-ordinating bodies or other organisations often organise a multi-delegate event, where a training need has been identified locally that is relevant to many agencies. Such events are an efficient way of delivering training to several agencies. Participants usually gain from a multi-agency event, and are often more able to work in partnership as an outcome of training together.

Minimum and maximum numbers of participants

This depends on the learning and support needs of participants, the size of team being trained, the service requirements, time available for the training, and type of course. My current guidance is a maximum of twenty participants for basic drug awareness, with an ideal of 8 - 14 participants per course. Training the trainers – max of 10/12 people.

Venue

Purchasing agencies will be responsible for arranging suitable venues for training. Participants tend to highlight any dissatisfaction about the venue (and catering/refreshments) on evaluation forms. A number of issues need to be taken into account when arranging venues:

- Training venues should either be centrally based, or at convenient locations for participants.
- Public transport access and ease of car parking should be taken into account.
- Some groups/participants may need to organise child care provision, so this needs to be considered.
- Refreshments availability, either flasks or kettles, together with lunch provision (from local shops, staff restaurant or caterers).
- Flipchart stands to be available, and walls should be able to take flipchart paper being attached.
- All venues used should be accessible to those with additional access requirements.
- Rooms should be appropriate in area to accommodate the size of training groups, with a standard circle or 'U' seating arrangement with PowerPoint data projector and screen.

Equipment

The following equipment should be available: PowerPoint data projector, laptop, leads etc, flipchart paper and stand, marker pens, TV and video. We can provide a data projector and laptop at £50 per day, but prefer to have the equipment supplied by the venue, course commissioner.

Catering and lunch

Hot and cold refreshments will need to be available for morning and afternoon breaks. Some organisations will provide lunch while others will expect participants to make their own arrangements. Whatever the arrangement, there needs to be easy access to food, to help avoid participants going to the pub for lunch. This may be very obvious - a choice

of meat and vegetarian options should be available. Logistics wise, it is often easy to make all the food vegetarian , with a vegan option. By the way, people often forget to arrange drinking water.

Course materials

When available, we supply nationally produced materials at cost (usually free).

For PCs with Windows NT/2000/XP/Vista

For the drug and alcohol awareness course, HIV awareness and infection control training, free CD-ROMs are given to each participant.

For other courses, auto run browser/menu driven CD-ROMs can also be provided. These specially developed CD-ROMs would contain relevant local information (provided by the purchasing organisation), national policy and key reference material, together with the delegates pack in PDF format. Course exercises and additional quizzes would be included, which could then be used by participants when developing their own interventions. These would be provided in multiples of 25, at £150 per pack.

Alternatively, a single delegate's pack, which includes national and appropriate local information (provided by the purchasing authority - organisations, resources/logos etc) will be made available in advance of the training. It is usually more economical for purchasing organisations to duplicate this in-house and arrange for delivery at the training venue than for the trainer to do so. There would be a charge of £50 for this pack, since the most-up-to-date version is the CD-ROM.

Evaluation

All courses are evaluated. Purchasing organisations can use their own evaluation forms, or one can be provided. For larger pieces of training, an evaluative report on the training will be prepared for the purchasing organisation, if required. A sample certificate of attendance can also be prepared, if requested.

Travel and accommodation

For travel reasons it is not practical to offer sessions of a half-day or less outside London. Where such input is required, organisations would typically be charged for a full day input, although this is negotiable. When discussing arrangements, purchasing organisations should allow as much 'run-in' time as feasible.

Purchasing organisation will be expected to reimburse all travel expenses and an overnight stay, if required.

It is often more economical and practical to travel the evening before, rather than travel very early in the morning. It's not fun getting up at 4.30am either - the trainer needs to be fresh for the training event.

Please contact us if you need any more information. The contact link is:

http://www.drugsandstuff.co.uk/contact_stuff/contact_us.htm