

Sponsoring a Training-The Logistics

1- Training Options

Decide on the types of training you will offer

Options can include workshops, learning collaboratives, power point on AAP chapter website, web production, disseminating a DVD, and/or technical assistance in a provider's office.

2-Budget

Meet with partners

Decide on in-kind contributions

Decide on who will finance each item

Develop a budget to guide activity

3-Training Locations

Identify and secure locations

Ensure locations will meet your needs, e.g. parking, time availability, equipment, internet connection, etc.

Ensure equipment set-up, etc. at each location on training day

4-Speakers

Identify faculty for long term sustainability

Identify local faculty to include parents

Send faculty copies of curriculum, power points, brochures, etc.

Schedule "dry run" with faculty

Answer questions from faculty

Obtain any necessary conflict of interest statements, CVs, etc. for CME applications.

5-Marketing and Registrations*

Decide on a title to use for all types of your training to help with name recognition. Share logos wherever possible.

Secure addresses for identified "pool" of participants (AAP/AFP)

Develop and send "Save the date" postcards

Develop and send brochures announcing curriculum

Ensure you have someone to answer questions from callers about curriculum after postcards or brochures are mailed.

Maintain list of registered individuals and send confirmations of registration

Ensure list of registrants is available at the training

Send certificate of attendance after completion

5-CME applications

File AAP application/send payment with application

File AFP application/send payment with application

File any other applications e.g. Nurse Practitioner, Nursing, etc.

Note: You will need to file activity reports, e.g. AAP, at conclusion of training

6-Training/Resource Materials*

Update workbook and send to print

Review “dummy” workbook. If okay, approve final version for mass production

Decide on other handouts, e.g. resource folder

Obtain copies for folder from respective groups/agencies

Order # of plastic folders you will need

Put labels on folders

Make tabs for folders

“Stuff” folders

Obtain information for displays to include items for board and table

Update Pre and Post Surveys

Follow-up letters

7-Other Administrative Details to consider

Handle lunch logistics, i.e. ordering, payment

Handle coffee/break logistics, i.e. ordering, payment

Develop process for parent honorariums/ensure receipt of honorariums

Order “give away” & ensure availability at training

Summarize feedback from training and notify faculty

* See Notebook for Samples