

Tips for Hosting a Successful Incredible Years Workshop

✓ ***Advertising Workshop***

- Advertise for workshop 3 months in advance (we can provide biosketch) NO MORE THAN 25 PER WORKSHOP PLEASE!
- Confirm registration with a letter to each participant giving start time and directions to workshop location

✓ ***Room Set Up & Equipment***

- Large, comfortable room for 25-30 people with space for practice activities
- Comfortable chairs arranged in a semi-circle with TV/VCR/DVD at front & flip chart
- Adequate ventilation and heating
- TV, VCR/DVD (Europe will need multi-system VCR for NTSC tapes)
- Remote control for VCR/DVD (with working battery)
- Overhead projector (adequate outlets and extension cord)
- Flip chart or white board
- Unstructured toys e.g., blocks, Legos, dolls, puppets
- Sample Leader's Manuals (red-parent program, green-Dinosaur program, five piece manual for Classroom Dinosaur program; if you have purchased these)
- Tea, coffee, cold drinks and healthy snacks for mid morning and afternoon (attractively set up)

✓ ***Materials***

- Name tags with participants' names
- Agenda & handouts for each participant (xeroxed, bound or prepared in folders); Master copy and instructions will be provided by Incredible Years 4-6 weeks prior to workshop
- Daily evaluations (different colored paper each day) Master copy provided with workshop materials, or by trainer

- Typed roster of names, addresses of attendees (including email and phone numbers) Use to indicate attendance and give copy to trainer.
- Incredible Years* book for parent workshops, or *How to Promote Children's Social and Emotional Competence* book for child program workshops (must be ordered in advance)
- Certificates of attendance are provided by the trainer

✓ **Networking & Hotel**

- An optional dinner booked at a restaurant one evening for participants to meet informally (usually at participants' expense)
- With a minimum number of confirmed room registrations, hotels will often offer a reduced room fee. If one hotel is recommended for workshop participants, they can more easily meet other participants in the evening for socializing and informal networking.

✓ **Trainer Needs**

- Comfortable hotel in safe neighborhood
- Transportation to the first (ideally all) day of the workshop with one of the workshop sponsors.

✓ **Budgeting Your Costs**

- Room rate per day
- Food per day
- Trainer costs (\$1500 - \$1750 per day) plus hotel, airfare, taxis, meals
- Handouts (approximately \$12.00 - \$20.00 per participant)
- Mailing Costs
- Books (may be charged directly or added to workshop fee)
(*Incredible Years* for Parent Workshop \$17.95 each)
(*How to Promote Social and Emotional Competence* for child training workshop \$37.95 each)

Remember in Hosting a Workshop You are A Model for How to Conduct Groups