



In association with Health Coaching Australia

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## **Workshop Administrative Guidelines**

### **HCA Core Training Part 1: The HCA Model of Health Change**

These administrative guidelines have been designed to help your HCA workshop to run smoothly. The following topics are addressed in this document:

1. Participant List and Workshop Numbers.
2. Workshop Introduction
3. Draft workshop flyer
4. Workshop timings
5. Venue setup
6. Audio visual requirements
7. Catering
8. Pre-reading
9. Printing
10. Certificates of attendance
11. Evaluation questionnaires
12. Travel and accommodation
13. Follow-up emails
14. Continuing Professional Development Points
15. Use of HCA workshop title and company name in advertising
16. Client List
17. Administrative check list

#### **1. Participant List and Workshop Numbers**

To ensure our records are accurate and include all those who have completed our training, please email us a list of all staff attending, including their profession, prior to your workshop. This will also help our facilitators to tailor examples and prepare for the workshop.

**Maximum number of participants is 24** (There is no minimum for this workshop). Due to practical exercises being in pairs, please ensure an even number of participants.

#### **2. Workshop Introduction**

Please arrange for the workshop organiser or a senior staff member to give a short introduction on the reasons for attending the workshop and what the organisation hopes to achieve from it. This can often reduce resistance in some participants and means more is gleaned from the workshop.

#### **3. Draft workshop flyer**

A draft workshop flyer will be provided by HCA in order to assist with your promotion of the workshop.

#### 4. Workshop Timings

Our facilitators need access to the venue at 7.30 am on the first day of the workshop in order to set up. Please provide a contact name and mobile number for the person from your organisation who will meet the facilitators at the venue and hand over the relevant workshop materials.

7.30 am	set up	1.00 pm - 1.45 pm	lunch
8.00 am	registration	1.45 pm - 3.30 pm	third session
8.30 am -10.30 am	first session	3.30 pm - 3.45 pm	afternoon tea
10.30 am -10.45 am	morning tea	3.45 pm - 5.00pm	fourth session
10.45 am - 1.00 pm	second session		

#### 5. Venue setup

The workshop requires U-shaped seating and tables, with room for the presenter to stand off to one side of the projector screen.

Please also provide:

- Participant List with email addresses included
- Blank place cards or A4 paper with markers
- Name tags for each participant with their first name
- A small table to hold the facilitator's laptop and speakers
- Registration table at the rooms entrance

#### 6. Audio visual requirements

Please arrange for the following to be available at the venue:

- Data projector and screen
- Whiteboard and whiteboard markers
- Flip chart
- Powerboard and extension cord

HCA facilitators will use their own laptops, but it is requested that a back up laptop (from your organisation) be available.

#### 7. Catering

Due to the healthy lifestyle focus of the workshop, please provide healthy options for morning and afternoon teas and lunches. Please refer to our separate catering document and give this to your caterers.

Please ask your participants if they have special dietary requirements and ask your caterers to label any special dietary foods.

#### 8. Pre-reading

We will forward a summary document that you are able to distribute to participants to familiarise themselves with the HCA Model if they wish. They can also browse the 'About Health Coaching' tab on the HCA website (URL: <http://www.healthcoachingaustralia.com/health-coaching/about-health-coaching.htm> ).

#### 9. Printing

Participant workbooks are printed by Print Smart Digital in NSW and delivered via courier. Please complete the Venue + Print order form and email at least 4 weeks prior to your workshop.

## **10. Certificates of Attendance**

HCA will e-mail your organisation a 'Certificate of Attendance' template so that you can print them once your registration list has been finalised. Please print these and give them to HCA facilitators on the first morning of the workshop.

Participants will not receive a Certificate of Attendance if they do not attend the entire workshop.

**NB.** Participants will receive a Certificate of Completion once they have completed both HCA Core Training Part 1 and Part 2.

## **11. Evaluation questionnaires**

HCA will distribute and collect evaluation questionnaires from the participants at the end of the workshop. Your organisation will be provided with a written report from the evaluations, including summary statistics and qualitative information. This will be forwarded to your organisational contact along with the final invoice approximately two weeks after the workshop.

## **12. Travel and accommodation**

HCA will book travel and accommodation for our facilitators.

## **13. Follow-up emails**

Please ask your IT department to put the URL [www.healthcoachingaustralia.com](http://www.healthcoachingaustralia.com) on a 'safe list' in order for employees to receive valuable resources that are sent out from time to time.

## **14. Continuing Professional Development (CPD) Points**

HCA does not apply for CPD points on behalf of participants. Individual organisations need to apply to appropriate professional bodies for CPD points if desired. HCA can provide organisations with workshop details for this purpose on request. The total workshop content time, not including breaks is 14.5 hours.

## **15. Use of HCA workshop title and company name in advertising**

Please note that the following title and company name should be used on all advertising materials (including newsletters, fax & e-mail circulars and flyers) associated with HCA two-day workshops:

### **HCA Core Training Part 1: The HCA Model of Health Change**

Presented by Health Coaching Australia (HCA)

## **16. Client List**

The HCA Website contains a list of clients we have worked with. Please let us know if you do not want your organisation to be included on this. Thank you.

## **17. Administrative check list**

An administrative checklist is attached for your convenience. It summarises administrative tasks associated with this workshop. Please contact HCA if you have questions or comments about any of the information above.

### **Kerry Chick**

Operations Manager

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### Health Coaching Australia Core Training Part 1 - Administrative Check List

	<b>Action – As soon as workshop is booked</b>	<b>Completed</b>
	Advise HCA in writing (e-mail) that you wish to confirm particular dates and location for your workshop. Provide organisational details for the non-refundable deposit invoice.	
	Advise HCA of name and contact details for a <u>single</u> organisational contact person for the workshop.	
	Receive and pay deposit invoice to secure workshop dates.	
	Book venue and advise HCA of venue name and street address (Complete Venue +Print order form)	
	Advise HCA of delivery address for the workshop printing (Complete Venue +Print order form)	
	E-mail a copy of your workshop flyer or other advertising to HCA.	
	Advise IT department to put Health Coaching Australia on a 'safe list'.	
	Review HCA catering document and provide this with the workshop timetable to venue and/or caterers.	
	Advise HCA of anticipated number of participants attending the workshop. Please note that the printing order for workbooks is sent to the printer 4 weeks prior to the workshop.	

	<b>Action – 1-2 weeks prior to workshop</b>	<b>Completed</b>
	Arrange access to venue for facilitators for <b>7.30 am</b> on the first day of the workshop.	
	Provide an out of hours contact number for the organisational contact who will be meeting the HCA facilitators at the venue at 7.30 am on the first day of the workshop (Complete Venue + Print order form)	
	Email HCA your workshop participant list preferably with their profession and emails.	
	Receive attendance certificate template and print.	
	Receive handbooks the week prior to the workshop.	
	Advise caterers of special dietary requirements for participants (incl. vegetarian options for our facilitators please).	
	Arrange for a senior staff member to present and introduction at the workshop.	
	Advise participants: Workshop dates & timings. To arrive between 8 am & 8:15 am for registration. That they can familiarise themselves with the HCA Model, by browsing the About Health Coaching tab on the HCA website (URL is <a href="http://www.healthcoachingaustralia.com">www.healthcoachingaustralia.com</a> ).	

### Administrative Check List for Health Coaching Australia Workshops

	<b>Action - On the Day</b>	
	<p>Venue Setup:</p> <p>Desks in U-shaped seating arrangement with room for interview demonstrations at the front of the room.</p> <p>3 additional chairs at the front.</p> <p>Small table to hold laptop and speakers in a central position that allows the facilitators to read from the laptop when presenting.</p> <p>Registration table at the room's entrance.</p>	
	<p>AV Equipment:</p> <p>Data projector and screen.</p> <p>Whiteboard and whiteboard marker pens and eraser.</p> <p>Flipchart.</p> <p>Back-up laptop.</p> <p>Powerboard and extension cord.</p> <p>If the data projector is ceiling mounted, a long cable to reach between the laptop and the data projector.</p> <p>Check that venue managers will allow the use of non-local equipment.</p>	
	Provide participant name tags – first name only in large letters	
	Provide blank place cards and extra whiteboard pens	
	Provide pens, paper, water on tables and arrival refreshments for participants	
	Give participant list, workbooks, name tags, stationery and attendance certificates to HCA facilitators.	
	<b>Action – After the workshop</b>	<b>Completed</b>
	Receive and process invoice and receive evaluation report within two weeks after workshop	