



In association with Health Change Associates

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Workshop Costs: FY 2010/2011

Applying the HCA Model in Practice One day Workshop

PLUS

Implementing Health Coaching in the Workplace Half-day Workshop for Managers

Health Coaching Australia runs the above two workshops in-location on consecutive days in order to offer both cost savings to the organisation, and to best combine skills development for staff members with implementation information for Managers.

HCA recommend both these workshops are part of the core training for people using health coaching in disease management programs. The reason for this is that:

- Staff need follow up training to address challenges and increase confidence in using techniques
- Managers need to understand support and system changes required to support staff and implement health behaviour change effectively into programs

Cost:

- **Package price for holding both workshops on consecutive days: \$8,450 (+GST)**

This all-inclusive price for the workshop includes the following:

- Workshop facilitation fees
- Two nights' accommodation in location for HCA Facilitator
- All travel; flights/rental car/mileage costs/petrol/taxis as required depending on location
- Printing of workbooks and loose leaf handouts for participants
- Freight costs (TNT) of all printed material to workshop organiser
- All administration fees incl. booking all travel, formatting and ordering printing etc.

HCA books and administers all of the above.

Organisations are required to book and pay for venue hire, AV requirements and catering, take registrations from participants, and print certificates and name-badges.

In order to confirm dates for any workshop, an up-front payment of 50% is required. The remaining 50% payment is to be made upon invoice after the workshop.

Number of participants:

The maximum number of participants for the 'Applying the HCA Model' workshop is 24.

There is no maximum number of participants for the Managers Implementation workshop, the above printing costs are based on 12 participants but additional printing can be ordered for \$12 per person.

The minimum number will depend upon your organisation's own cost considerations.

Workshop details:**HCA Core Training Part 2 - Applying the HCA Model in Practice (1-day workshop)**

The 'Applying the HCA Model in Practice' workshop builds on Part 1 by assisting clinicians to adapt the full model to their particular role and clinical practice. It review and practices the most critical processes to apply, particularly when patients or clients are low in readiness to make changes. The training format allows participants to clarify principles, processes and techniques, and to discuss their progress in using the HCA Model. It provides participants with the opportunity to tailor the training content to their own needs and to work through common challenges.

Feedback from previous participants suggests that this workshop **doubles** knowledge and confidence in using the HCA Model to assist clients to self-manage.

Note: a gap of at least 6 weeks is recommended between attending part 1 and part 2 of the HCA core training, a gap of between 3-6 months is usual. This is to ensure that participants have enough time to practice using the tools and techniques taught in the first workshop and to complete the optional preparatory exercises for the 'Applying the HCA Model' workshop.

HCA Core Training for Managers - Implementing Health Coaching in the Workplace (1/2-day workshop)

It is critical for organisations looking to train staff members in health coaching that managers have an understanding of the HCA Model and are able to align organisational systems with this approach.

Management input is usually required to support staff in implementing self-management behaviour change strategies because in addition to learning new skills, health coaching often represents a change in the way that clinicians practice. It also often requires subsequent changes to paperwork and/or other data collection systems, reflection on key performance indicators, and allocation of time and human resources to skills development and systems integration.

The HCA Managers' module presents an overview of the HCA Model, the rationale for using the model within community and other health agencies, and discusses challenges and opportunities associated with implementing health coaching into disease prevention programs, chronic condition self-management programs and usual clinical practice. Managers are invited to raise issues and concerns for discussion with their peers.

Workshop timings:

HCA one-day workshops usually run from 8.00am to 5.00pm. Morning and afternoon tea breaks are 15 minutes each in duration and lunch is 30-40 minutes. An indicative timetable is:

7.30am	Set up by Facilitator
8.00 am	Registration and preparation
8.30 am	Teaching commences
10.30am	Morning tea (15 mins)
1.00pm	Lunch (40 mins)
3.30pm	Afternoon tea (15 mins)
5.00pm	Workshop close

HCA Half-day workshops usually run from 8.30am to 1.00pm including registration and a morning tea break. An indicative timetable is:

8.00 am	Set up by Facilitator
8.30 am	Registration and preparation
9.00 am–11.00am	First session
11.00 am–11.30 am	Morning tea
11.30 am–1.00 pm	Second session (allowing time for evaluations and wrap up)

If a later/earlier start and finish is required, please contact us with your suggested timings e.g., 8.00am – 12.30pm (please note that overall content delivery of 3 ½ hours needs to be retained).

Other Administrative details:

Please refer to HCA's Workshop Administration Document for details regarding catering, venue setup, audiovisual requirements, advertising, pre-reading, printing, attendance certificates and evaluations.

Contact person/workshop coordinator:

In booking a workshop with Health Coaching Australia, you are agreeing to meet the costs and administrative requirements above.

We ask that organisations nominate one person only as the contact person for the organisation whose responsibility it will be to coordinate your workshop.

Please contact me directly if you have any questions or queries about any of the above information.

Kind regards,

Kerry Chick

Operations Manager

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