

## Scheduling Workshops

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Workshop offerings are based on the needs of the participants – county staff and caregivers. The RTCs collect needs assessment data in a variety of ways including county site visits, regional county liaison meetings, workshop evaluations, and informal assessment. . This is an ongoing process - as training needs are identified, workshops are scheduled to meet the needs.

The RTCs have access to your electronic file, which contains your workshop outlines and handouts. You will want to make sure your file has your most current, available workshops. They will review your material to determine if your workshop can meet an identified training need.

RTCs prefer to contact you and may negatively view trainers who “push” their workshops. In addition, marketing directly to counties with the expectation that OCWTP funds will be used to pay you is against OCWTP policy. The best way to increase your likelihood of being hired is to follow policies, conduct your self professionally, and do a great job at presenting your workshop. RTC coordinators meet monthly and share information about trainers. Good work in one region can lead to work in another region.

When one of your workshops is selected, an RTC representative will contact you to secure a date. Many RTCs schedule workshops 6-8 months in advance. They use a variety of locations, including county training sites, so make sure to confirm the location when scheduling.

Please double check to verify the suggested date works for you before confirming. It is unprofessional to cancel the date once confirmed, especially once the notice of the training has gone out to participants. If you absolutely cannot keep the date, the RTCs may opt to find another trainer who can train on that date rather than change the date with you.

Approximately one month prior to the workshop, you should receive a contract for the training from IHS. (Please see the Remuneration documents for more details.) You should also:

- Contact the RTC to confirm the location and your equipment and supplies request. Make sure to get directions if this is your first time training at the site.
- Submit/confirm the appropriate handouts for the workshop. Some RTCs limit the number of handouts they will copy. Note: if this is a standardized workshop, the RTCs will access the handouts for copying.

Approximately one to two weeks prior to the workshop, contact the RTC to check on registration. If there are fewer than six registrants, the RTC may cancel the workshop. If the workshop is full (around 30-35 participants), they may opt to schedule an additional offering. You may want to ask about the participants (for example, are a majority from one county?). You should also inquire about any recent events that might change the tone of the classroom (for example, a recent round of layoffs).

If you need to cancel a workshop due to an emergency, please contact the appropriate RTC as soon as possible [RTC emergency contacts](#).