



## Tips for Hosting a Successful Incredible Years® Workshop

### Advertising Workshop

- Advertise for workshop 3 months in advance. Contact Incredible Years® for Brand Agreement and Brand Kit, which include logo and sample flyers.
- 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 people with space for practice activities.
- Comfortable **chairs** arranged in a **semi-circle** with **flip chart** and **technology set up** for viewing video clips at front of room – **no tables** except at the back or edges of the room for displaying sample materials
- Adequate ventilation and heating/cooling system
- Technology set up to show video vignettes (**computer, TV, DVD player, or projector – include any necessary hook up cords such as HDMI or VGA**) (Europe will need multi-format system for NTSC DVDs if trainer requires – ask us!)
- **Remote control** for TV/DVD (with working battery)
- **Speakers** if playing video from a computer/projector
- **Flip chart** or **white board** and **markers**
- **Unstructured toys** (e.g., blocks, Legos, dolls, puppets for all workshops except Baby. For Baby program – baby dolls, rattles, blankets, baby toys, baby utensils and dishes, etc.)
- **Sample Leader's Manuals** (if your agency has these available)
- Tea, coffee, cold drinks and healthy snacks for mid morning and afternoon

### Materials

- **Name tags** with participants' names
- **Agenda & handouts\*** for each participant (prepared in folders/binders)  
\*Link to download a master copy of these handouts will be provided by Incredible Years 4-6 weeks prior to workshop

- **Typed list of names, addresses of attendees (including email and phone numbers)**  
\*Use to indicate attendance each day. Give copy to trainer at end of training
- *Incredible Years* book for parent workshops, *Incredible Babies* book for Baby program workshops, or *Incredible Teachers: Nurturing Children's Social, Emotional and Academic Competence* book for child program workshops (must be ordered in advance) \*It is also recommended that the book *Collaborating with Parents to Reduce Children's Behavior Problems* be provided at parent facilitator trainings.
- Certificates of attendance will be 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, clean hotel in safe neighborhood
- Transportation to the first (ideally all) day of the workshop with one of the workshop sponsors.

## **Budgeting Your Costs**

- Workshop room rate per day
- Food per day
- Trainer costs plus hotel, airfare, taxis, meals
- Handouts (costs for photocopies, binders)
- Mailing Costs if sending any materials out ahead of time
- Books (may be charged directly or added to workshop fee)

**Remember in Hosting a Workshop you are a model for how to conduct groups**



## Tips for Getting Your Workshop Materials Ready

### Prepare Handouts for Participants

- **Workshop Handouts:** photocopied and inserted in a folder or binder for each participant registered for the workshop. The master copy you downloaded from the link provided is set up single-sided to make it easier to copy to double-sided.
- **Articles:** photocopied and stapled individually for each participant, if not included in the binder as above. If possible, e-mail link to articles in advance to participants.
- **Books:** Each participant should have a copy of *The Incredible Years* book for Parent Group Leader Training, *Incredible Babies* book for Baby Training, or the *Incredible Teachers: Nurturing Children's Social, Emotional and Academic Competence* for Teacher/Child Group Leader Trainings. It is also recommended that each participant in Parent Group Leader Trainings receive a copy of *Collaborating with Parents to Reduce Behavior Problems*.

### Do Not Overbook Workshop

- Quality workshops are given when there are no more than 20-25 participants. This allows everyone to participate and engage in practice activities. Preference should be given to people who have the materials and know they are going to offer the groups.

### Provide Addresses of Participants

- Use the provided registration form to collect information for participants who register. This information will be entered into the Incredible Years database.
- Please type roster of names, addresses of attendees (including email and phone numbers). Participants sign in each day by their name and copies are provided to the trainer.



# ***Incredible Years® Group Leader Training Sign In Sheet***

Welcome! Please sign in below so we know who has attended this training!

Name:

email:

Agency Name:

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____



# ***Incredible Years® Group Leader Training Sign In Sheet***

Welcome! Please sign in below so we know who has attended this training!

Name:

email:

Agency Name:

15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____
21.	_____	_____	_____
22.	_____	_____	_____
23.	_____	_____	_____
24.	_____	_____	_____
25.	_____	_____	_____



**Incredible Years® Programs REGISTRATION FORM** please print clearly

Name \_\_\_\_\_

**Home address:**

Street \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_

**Work address:**

Street \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_

Phone: Home (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Position/Title \_\_\_\_\_ Agency \_\_\_\_\_

Highest degree \_\_\_\_\_

**Professional Education (or Title) in Organization (Mark all that apply)**

- a. Special needs education (special education)
- b. Psychologist
- c. Social work/Social Care/Mental Health Counselor
- d. Child educational therapist
- e. Nurse
- f. Teacher
- g. School Psychologist/Counselor
- h. Psychiatrist/Physician
- i. Administration
- j. Health Visitor
- k. Nursery Nurse
- l. Family Support/Family Advocacy Worker/Liaison
- m. Learning Mentor
- n. Educational welfare
- o. Early childhood educator
- p. Parent /Community/Health Educator
- j. Other (specify) \_\_\_\_\_

Ages of children you will be using IY Programs with: 0-2 yrs \_\_\_\_ 2-3 yrs \_\_\_\_ 4-5 yrs \_\_\_\_  
6-8 yrs \_\_\_\_ 9-12 \_\_\_\_