



SETTING UP A BC3 TRAINING

Thanks so much for your interest in arranging our training for your One Stop staff. We look forward to collaborating with you. Here's a breakdown of how it works.

1. You decide how long you want the training to be. We offer sessions from 1½ to 3 hours.
2. We ask for a minimum of 15 attendees. The training is designed for One Stop staff. If it is difficult to meet the minimum with staff alone, we encourage you to invite CBOs or appropriate partners you work with through the One Stop.
3. We work together to pick the date and time for your training.
4. You arrange for the location/space and recruit participants.
5. For choosing your location, these are the essential things we need you to provide:
 - Comfortable room, large enough to accommodate the following items
 - Projection screen (or clean, unobstructed blank wall)
 - Table for projector
 - Power supply with extension cords
 - Table for presenters & laptop
 - Table for materials
 - Flip chart & easel with pens

Please let us know well in advance if any of these items are not available.

6. We bring everything else needed for our presentation, including laptop, projector, materials, handouts etc.

To move forward and schedule the training, call me with your desired session length and possible dates. Feel free to contact me with any questions, thanks.

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