SAS staff Reference Group (SRG)
Coffs Harbour

Train the Trainer Workshop

Expression of Interest
Do you want to be able to facilitate and present professional learning to your school staff, collegial group or the SAS staff Reference Group? Then this workshop is for you. This is a two day practical workshop delivered by TAFE. You will learn how to facilitate and present professional, engaging and hands-on training. Topics to be covered are:

- Structuring and planning a training session
- Delivering interactive training
- Capturing and maintaining audience interest
- Checking participant progress
- Tips and strategies to improve delivery
- Creating simple and professional training material

<table>
<thead>
<tr>
<th>Workshop Date</th>
<th>Workshop Venue</th>
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<tbody>
<tr>
<td>Wednesday 15 - Thursday 16 March 2017</td>
<td>Port Macquarie (Venue TBC)</td>
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<tr>
<td>Wednesday 29 - Thursday 30 March 2017</td>
<td>Great Lakes (Venue TBC)</td>
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<tr>
<td>Wednesday 5 - Thursday 6 April 2017</td>
<td>Coffs Harbour TAFE Glenreagh St Coffs Harbour</td>
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<tr>
<td>Wednesday 5 - Thursday 6 April 2017</td>
<td>Kingscliff TAFE, Cudgen Road, Kingscliff</td>
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Cost: The SRG Coffs Harbour will subsidise the cost by 50%. With 15 participants at each venue, the total cost will be approximately $150 for both days. NOTE: Participation of less than 15 people, there will be a cost increase. SRG will subsidise by 50%. The cost will be advised before final enrolment.

Target Audience: School Administrative and Support Staff

Expression of Interest: Via email to SRGCoffsHarbour@det.nsw.edu.au using the attached form

Closing Date: Friday 24 February 2017

Payment details: Payment arrangements are to be discussed with the school principal as the workshop cost will be collected by direct debit from the school’s bank account following registration in the workshop (as per memo, Professional Learning Activities – Financial Arrangements published InPrincipal 30 June 2006). For organisational reasons, a refund of costs will not be given where notification of withdrawal is received less than 5 working days before the date of workshop.

For more information
SAS Staff Professional Learning Calendar

Sharon English
SAS staff Professional Learning Facilitator
SAS staff Reference Group – Coffs Harbour
Department of Education, Goonellabah Office
608 Ballina Road, Goonellabah NSW 2480
Telephone: 6623 5911
Email: SRGCoffsHarbour@det.nsw.edu.au
Expression of Interest Train the Trainer Workshop

Please email this EOI to the SRG Facilitator SRGCoffsHarbour@det.nsw.edu.au

by 24 February 2017

Name ……………………………………………………………………………………

School …………………………………………………………………………………

Email …………………………………………………………………………………

Principal’s Name …………………………………………………………………

Principal’s Signature ………………………………………………………………

If this course goes ahead, you will be notified by email and registration via MyPL will then be necessary.