



c a s t

Coping And Support Training

Requirements of hosting a CAST Training

1. REQUIREMENTS OF HOSTING

The Trainer(s) will need to access the training space, prior to the training, for 1-2 hours, preferably the day before training. The trainer(s) will contact you about these arrangements.

As host, we ask that you provide light refreshments, such as coffee, water, bagels or fruit, in the morning, and pretzels or cookies, in the afternoon.

2. THE TRAINING FACILITY – See also attached diagram

(If you will be hosting 2 or more trainers, please contact our office for further instructions.) For trainings with one trainer you'll need one large training room (see diagram below). To accommodate the entire group, please set up the room in 2 separate configurations as follows:

CONFIGURATION "A" FOR 1ST HALF OF ROOM

- U-shaped set-up of tables and chairs to accommodate all participants and trainer with a teaching table at open end of the "U-shaped set-up"
- 1 table for an LCD projector – within center of U-shaped table and chair set-up
- 1-2 extra tables–located near the front of the room for teaching materials and/or refreshments
- Screen at head of U-shaped set up

CONFIGURATION "B" FOR 2ND HALF OF ROOM

- An inner circle of 5 chairs in one corner of the room
- A flip-chart and stand or whiteboard within this inner circle of 5 chairs
- A small table nearby the inner circle for teaching materials
- An outer circle of 5 chairs for remaining participants (fishbowl style) for observational purposes

3. TRAINING EQUIPMENT & MATERIALS NEEDED ON SITE

- LCD projector and screen
- 1 flipchart pad and 1 flipchart stand and 1 whiteboard (if available) w/dry erase pens and eraser
- Colored markers
- Colored paper–assortment of colors
- Scissors
- Stapler
- Post-it or other sticky notes (one pad per participant)
- Masking tape (other other tape appropriate for hanging posters on walls)
- Pencil/pen and notepad (one per participant)
- 1 complete set of the *CAST Curriculum* per participant
- Enough copies of the Training Agenda (emailed separately) for all participants and trainers.

For **One Trainer**, only one room is needed:

