



Requirements of hosting a *Reconnecting Youth* 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 overhead projector and/or 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
- TV/VCR playback machine for 1 day only OR internet access—see agenda for video timing

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
- TV/VCR playback machine OR internet access
- 2 flipchart pads and 1 flipchart stand and 1-2 whiteboards w/dry erase pens (if available)
- Colored permanent thick-tipped markers
- Colored paper – assortment of colors
- Scissors
- Stapler
- Post-it or other sticky notes (one pad per participant)
- Masking tape
- Pencil/pen and notepad per participant
- 2 copies of the full 2nd Edition *Reconnecting Youth* Curriculum on the final day of training
- 1 copy of the *Getting Started* Module and 1 copy of the *Student Workbook* per participant
- Enough copies of the Training Agenda (emailed separately) for all participants and trainers.

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

