



WILLIAM GLASSER
INTERNATIONAL

Guidelines for Sponsors of Intensive Workshops

Scheduling an Intensive Workshop

1. Select dates and location of your potential workshop.
 - a) The Institute requests at least 60 days advance notice for both an open or closed workshop.
 - b) For open intensive workshops, contact the regional board member to ensure that there are no scheduling conflicts with other workshops (i.e., same location or same date), and to request an application form. You can also obtain one from The Institute.
2. Contact an intensive workshop instructor and schedule the workshop with him/her, keeping in mind that planning as far in advance as possible will increase the likelihood of his/her availability.
3. Fill out the Application.
 - a) Note the required time frames, contact hours, and the required number of participants.
 - b) Mail all copies of the form to the regional board member, who will verify the information, sign it, and forward it to The Institute for processing.
4. Acquiring College/Continuing Education Credits
 - a) The Institute is the provider of NBCC credits and also credits through the Board of Behavioral Sciences (California only for MFT's and LCSW's) who take Intensive Workshop Training.
 - b) Whitworth College and Graceland University provide undergraduate or graduate credit.
5. Brochures (for an open workshop)
 - a) If you are new to the process of sponsoring an intensive workshop, we request that you develop a brochure and submit a copy to The Institute for approval before circulation. There is a template available in the password protected website of The Institute.
 - b) Research the intended audience to receive a brochure.
 - c) Reproduce and distribute the brochure to the target market.
 - d) If there is enough time, The Institute will publish upcoming scheduled workshops in The WGI Newsletter.
6. Make room reservations for instructor(s), confirm meeting room reservations, etc., if applicable.

Preparing for the Workshop

1. Communicate with the instructor(s).
 - a) Keep the instructor(s) informed on the number of participants.
 - b) Determine if any special equipment is needed (projector, overhead, VCR, flip charts, etc.)
2. Verify with the facility coordinators that the location is ready and be sure to convey any special needs such as accessibility for persons with disabilities.
3. The Institute will send the required forms. Review the packets before the workshop begins.
4. Contact all attendees to confirm receipt of their registration forms, and to welcome them to the workshop.

After the Workshop

1. Consolidate all paperwork, ensuring that the Participant Data Forms are correctly filled out, and then forward to The Institute office, along with the per-participant fees in the form of one check.
2. Help any attendee with obtaining credits (CEU's), if applicable.
3. Pay any expenses related to the sponsorship of the workshop.

Checklist Organizing Basic and Advanced Training

Task	Link	Completed
1 Select Instructor	_____	_____
2 Select Dates	_____	_____
3 Select Location	_____	_____
4 Select Venue	_____	_____
5 Download & Complete Application for Training	_____	_____
6 <i>Submit Application to Regional Representative*</i>	_____	_____
7 Regional Representative signs the Form and forwards to WGI-US	_____	_____
8 <i>WGI-US will mail Certificates and Charts, based on the number of participants you expect.</i>	_____	_____
9 Advertise/Market your training	_____	_____
10 Collect Registrations **	_____	_____
11 <i>Advanced Training : Send Registrants Application To Attend Advanced Training</i>	_____	_____
12 <i>Advanced Training : Collect Application to Attend Advanced Training</i>	_____	_____
13 Conduct Training	_____	_____
14 Print Data Form	_____	_____
15 Print Feedback Form	_____	_____
16 <i>Collect Participant Data Forms</i>	_____	_____
17 <i>Collect Feedback Forms</i>	_____	_____
18 <i>Complete Check Form/Participant List</i>	_____	_____
19 Mail #'s 13, 14 & 15 to WGI-US with \$100 per person.	_____	_____
20 Send a copy of the Participant List to Regional Representative.	_____	_____

* The Representative for the Region in which the training occurs.

** All "OPEN" trainings must be \$500. "Closed" trainings may be negotiated with the school, agency, etc.

WGI-US

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