

Specialist & Support Staff Workshop Timeline

Activity	Timing
Choose training date, training site and arrange catering (if applicable)	6 weeks prior
Gather participant information (Roster Template)	4 weeks prior
Complete online Session Information Form (open-circle.org/session-info)	3 weeks prior
Email participants enrollment confirmation (Enrollment Email Template)	3 weeks prior
Prepare materials and session box (Specialist Materials Checklist and Specialist Session Box Checklist)	1 week prior
Deliver training!	Training Day
Scan Sign-In Sheets (with all changes noted) and email to info@open-circle.org	Immediately after
Mail back any unused Specialist & Support Staff Manuals	
Provide PD hour certificates to participants (7 hours)	