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Workshop Costs 2010

HCA Health Coaching Overview for Health Professionals Half-Day workshop for Organisations

Health Coaching Australia runs in-location half-day overview workshops for health organisations around Australia. All HCA Facilitators are health practitioners who are skilled in using health coaching in their own practices and have undergone rigorous training through Health Coaching Australia.

Cost structure:

Facilitation fees:	\$2,750 (+GST) \$3,000 (+GST) for extended version (see workshop details)
Printing:	For large numbers we can arrange printing at \$20.00 (incl. GST) per person (please note, we would require final numbers 4 weeks prior to event).
Freight (if HCA are arranging printing):	Variable depending upon destination (TNT rates) – normally around \$40 (incl. GST).
Travel – road:	Rental car and petrol costs if required for the workshop. For Facilitators travelling from South Coast NSW, there is a fixed fee of \$230 each way from South Coast NSW to/from Sydney airport. Vehicle allowance is charged at ATO rate of \$0.69/km for Facilitators using own vehicle to/from other locations.
Travel – air:	Bookings made by HCA. Facilitators travel via Virgin Blue whenever possible.
Travel Time Allowance:	Travel time allowance of \$250 per facilitator is payable when travel times exceed 5 hours travel one-way. Travel to remote areas that require Facilitators staying an extra night before return may attract an extra fee.
Accommodation:	Business standard accommodation. Bookings made by HCA.
Misc:	Any additional expenses such as hire cars to/from airport and/or taxis to/from airport and or accommodation to venue.

Note: Half-day workshops require one HCA Facilitator.

All flights, accommodation, hire cars and taxis are charged at cost to the organisation. Please note, to minimise costs wherever possible workshops are booked in proximal locations in the same week and we share travel costs between the organisations. In this instance, in lieu of return airfares the 'middle' night accommodation will be shared between the organisations.

Organisations are required to book and pay for venue, audio visual requirements and catering. They are required to handle all registrations and process any payments from participants.

In order to confirm dates for any workshop, an up-front payment of 50% of the facilitation fee for the workshop is required. The remaining payment, including the rest of the facilitation fee, travel, accommodation, printing (if required) and miscellaneous costs is to be made upon invoice after the workshop.

Workshop details:

There are 2 options for organisations wishing to run an overview workshop:

1) HCA Health Coaching Overview for Health Professionals Half-day workshop

This workshop is designed to give health practitioners an overview of the HCA Model of Health Coaching. Deliberately fast-paced, it offers an overview introduction to the model and incorporates a small level of 'workshopping' and 1 half-hour practical exercise.

This workshop is ideal for GPs and other practitioners who are time-pressured and looking for an insight into the key concepts of health coaching to integrate into their daily practice.

2) HCA Health Coaching Overview for Health Professionals Extended Half-day workshop

This workshop is based on the same content as above, but with a longer time-frame allows for a greater level of interaction, more 'workshopping' and an additional practical exercise to develop skill.

It is particularly suitable for those organisations wishing to train Nurses and Allied Health Professionals who will benefit from the additional discussion and practice time but who cannot commit to the full two-day workshop.

Participants:

When promoting these workshops please bear in mind that it will be beneficial for all health professionals to attend including: GPs, Nurses, Allied Health practitioners, Program Managers, Team Leaders, Community Health Managers and staff and NGO staff.

Number of participants:

There is no maximum number of participants for the half-day workshop. The minimum number will depend upon your organisation's own cost considerations.

Workshop timings:

HCA Half-day workshops for practitioners usually run from 8.30am to 1.45pm, including a half-hour morning tea break. An indicative timetable is:

8.00 am	Set up by Facilitator
8.30 am	Registration
9.00 am–11.00 am	First session
11.00 am–11.30 am	Morning tea
11.30 am–1.45 pm	Second session (allowing time for evaluations, certificates and wrap up)

Extended HCA Half-day workshops usually run from 8.30am to 3pm including a 15 minute morning break and 30 minute lunch. An indicative timetable is:

8.00am	Set up by Facilitator
8.30am	Registration
9.00am–10.30am	First session
10.30am–10.45	Morning tea
10.45am–1.00pm	Second session
1.00pm–1.30pm	Lunch
1.30pm- 3.00pm	Third session (allowing time for evaluations, certificates and wrap-up)

If a later start and finish is required, please contact us with your suggested timings (please note that overall content delivery of 4 hours for the Half-day and 5 hours for the Extended Half-day needs to be retained).

Other administrative details:

Please refer to HCA's Workshop Administration Document for details regarding catering, venue setup, audiovisual requirements, professional development points, advertising, pre-reading, printing, attendance certificates and evaluations.

Contact person/workshop coordinator:

In booking a workshop with Health Coaching Australia, you are agreeing to meet the costs and administrative requirements above.

We ask that organisations nominate one person only as the contact person for the organisation whose responsibility it will be to coordinate your workshop.

Please contact me directly if you have any questions or queries about any of the above information.

Kind regards,

Kerry Chick

Operations Manager

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