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## **Workshop Administrative Guidelines**

### **HCA Introduction to Health Coaching for Health Professionals Two-Day Workshop for Organisations**

These administrative guidelines have been designed to help your HCA workshop to run smoothly. The following topics are addressed in this document:

1. Number of participants
2. Continuing Professional Development Points
3. Use of HCA workshop title and company name in advertising
4. Draft workshop flyer and two-page workshop overview
5. Workshop timings
6. Venue setup
7. Audio visual requirements
8. Catering
9. Pre-reading
10. Printing
11. Attendance certificates
12. Evaluation questionnaires
13. Travel and accommodation
14. Administrative check list

#### **1. Number of participants**

The maximum number of participants for HCA two-day workshops is 24. Due to all of the practical exercises being in pairs, it is desirable to have an even number of participants at the workshop. Otherwise, one participant will miss out on completing each of the practical exercises. There is no minimum number of participants for HCA workshops.

#### **2. Continuing Professional Development (CPD) Points**

HCA does not apply for CPD points on behalf of participants. Individual organisations need to apply to appropriate professional bodies for CPD points if desired. HCA can provide organisations with workshop details for this purpose on request. The total workshop content time, not including breaks is 14.5 hours.

#### **3. Use of HCA workshop title and company name in advertising**

Please note that the following title and company name should be used on all advertising materials (including newsletters, fax & e-mail circulars and flyers) associated with HCA two-day workshops:

HCA Introduction to Health Coaching for Health Professionals  
Two Day Workshop  
Presented by Health Coaching Australia (HCA)

#### 4. Draft workshop flyer and two-page workshop overview

A draft workshop flyer and a two-page workshop overview will be provided by HCA in order to assist with your promotion of the workshop.

#### 5. Workshop timings

Our facilitators need to be able to access the venue at 7.30 am on the first day of the workshop in order set up. Please provide an out of hours contact name and number for the person from your organisation who will meet the facilitators at the venue and hand over the relevant workshop materials (workbooks, name tags, stationery, data projector etc.).

Workshop timetable

7.30 am	set up
8.00 am	registration
8.30 am -10.30 am	first session
10.30 am -10.45 am	morning tea
10.45 am - 1.00 pm	second session
1.00 pm - 1.45 pm	lunch
1.45 pm - 3.30 pm	third session
3.30 pm - 3.45 pm	afternoon tea
3.45 pm - 5.00pm	fourth session

**Note:** HCA must be informed as soon as possible if you wish to alter any of the above timings so that Facilitators can be briefed accordingly, please also note that the overall content delivery time cannot be altered.

#### 6. Venue setup

The workshop requires U-shaped seating (with desks), with room for the presenter to stand off to one side of the projector screen.

A small table is required to hold the facilitator's laptop and speakers. This table might also hold the data projector. It should be placed in a central position that allows the facilitator to read from the laptop while presenting and looking forward at the audience. If the data projector is ceiling mounted, we may require a long cable to reach between the laptop and the data projector. Please also provide a registration table at the room's entrance.

Please provide blank place cards, and black and blue whiteboard marker pens for participants to write their first names on the place cards (at a minimum, please provide a sheet of blank A4 paper for every participant to make into a place card).

Please ensure that all participants are provided with name tags that have their first name printed on them in large lettering.

## **7. Audio visual requirements**

AV requirements are a data projector, screen, whiteboard and whiteboard markers, powerboard and extension cord. Please arrange for these to be available at the venue.

HCA facilitators will use their own laptops, but it is requested that a back up laptop (from your organisation) be identified for use at the workshop should it be required due to any technical difficulties. Please note that our facilitators need to use their own laptops due to software compatibility. Please ensure that the venue managers are aware of this situation and allow the use of non-local equipment.

## **8. Catering**

Due to the nature of the workshop (a healthy lifestyle focus), please provide healthy options for morning and afternoon teas and lunches. We find that participants are very quick to criticise non-healthy catering options. We request that you provide low GI foods, whole grain breads, fruit platters, low fat milk and vegetarian options. Low GI options assist participants to maintain their energy levels throughout the day and help them to stay attentive. Please refer to our separate catering document and give this to your caterers to provide them with healthy meal and snack suggestions.

Please ask your participants if they have special dietary requirements and ask your caterers to label any special dietary foods. Please note that some of our facilitators are vegetarians.

## **9. Pre-reading**

HCA does not require workshop participants to complete pre-reading. However, please advise your participants they can familiarise themselves with the HCA Model, by browsing the 'About Health Coaching' tab on the HCA website (URL: <http://www.healthcoachingaustralia.com/health-coaching/about-health-coaching.htm> ).

## **10. Printing**

Participant workbooks are printed by Shoalhaven Commercial Printers in NSW. The printing order for your workbooks will be sent to the printer approximately 4 weeks prior to your workshop. The workbooks will be delivered to your nominated contact person via TNT courier several working days prior to the workshop. We will order 24 workbooks on behalf of your organisation unless advised otherwise.

Prior to this, we need to receive a street delivery address and contact person (name and telephone number). We also require an electronic copy of your organisational logo in order to include this on the front cover of the workbooks.

A printing order form will be sent to you to collect these and other details.

## **11. Attendance certificates**

HCA will e-mail your organisation a template for attendance certificates so that you can print them once your registration list has been finalised. Please print the certificates in colour if possible and hand them to the HCA Facilitators to distribute as appropriate.

The workshop is intensive in terms of the amount of information covered. It is important to advise participants that each section of the workshop builds on the previous sections. Participants who

miss sections will be under-prepared for the following sections and unable to participate in the skills-based exercises. Additionally, all of the practical exercises are conducted in pairs. Hence if one person misses parts of the workshop, their partner may also be unable to participate in the practical exercises.

Please note and advise your participants in advance that they will not be awarded an HCA Certificate of Attendance if they do not attend the entire workshop. This includes arriving late and leaving early on either of the days. Attendance on day one of the workshop is a prerequisite for attendance on day two.

Please delete all Word and other documents containing HCA's logo once your certificates have been printed. HCA attendance certificates are used as proof of training for employment purposes by some organisations.

## **12. Evaluation questionnaires**

HCA will distribute and collect evaluation questionnaires from the participants at the end of the workshop. Your organisation will be provided with a written report from the evaluations, including summary statistics and qualitative information. This will be forwarded to your organisational contact along with the final invoice approximately two weeks after the workshop.

## **13. Travel and accommodation**

HCA will book travel and accommodation for our facilitators. Please feel free to recommend accommodation in your area. Travel bookings will not be made until the workshop deposit invoice has been paid. The timing of this payment can sometimes affect flight costs.

## **14. Administrative check list**

An administrative checklist is attached for your convenience. It summarises administrative tasks associated with HCA two day workshops. Please contact Health Coaching Australia on the land line below if you have questions or comments about any of the information above.

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Attachment: HCA Two Day Introductory Workshop - Administrative Check List

### Health Coaching Australia 2-Day Workshop - Administrative Check List

	<b>Action – As soon as workshop is booked</b>	<b>Completed</b>
1	Advise HCA in writing (e-mail) that you wish to confirm particular dates and location for your workshop. Provide organisational details for the non-refundable deposit invoice.	
2	Advise HCA of name and contact details for a <u>single</u> organisational contact person for the workshop.	
3	Receive and pay deposit invoice to secure workshop dates.	
4	Book venue and advise HCA of venue name and street address.	
5	Send organisational logo to HCA for inclusion on workbooks and certificates of attendance. Please send your logo in jpeg format, embedded in a Microsoft Word document.	
6	E-mail a copy of your workshop flyer or other advertising to HCA.	
7	Advise HCA of delivery address for the workshop printing (street address, not PO Box please) and contact details for the person receiving delivery.	
8	Review HCA catering document and provide this with the workshop timetable to venue and/or caterers.	
9	Advise HCA of anticipated number of participants attending the workshop. Please note that the printing order for workbooks is sent to the printer 4 weeks prior to the workshop.	

	<b>Action – 1-2 weeks prior to workshop</b>	<b>Completed</b>
1	Arrange access to venue for facilitators for <b>7.30 am</b> on the first day of the workshop.	
2	Provide an out of hours contact number for the organisational contact who will be meeting the HCA facilitators at the venue at 7.30 am on the first day of the workshop.	
3	Receive attendance certificate template and print attendance certificates (in colour).	
4	Receive handbooks the week prior to the workshop.	
5	Advise caterers of special dietary requirements for participants (incl. vegetarian options for our facilitators please).	
6	Advise participants: <ul style="list-style-type: none"> <li>• Workshop dates &amp; timings.</li> <li>• To arrive between 8 am &amp; 8:15 am for registration.</li> <li>• That they can familiarise themselves with the HCA Model, by browsing the About Health Coaching tab on the HCA website (URL is <a href="http://www.healthcoachingaustralia.com.au">www.healthcoachingaustralia.com.au</a>).</li> <li>• That HCA will not award a Certificate of Attendance to any participant who does not attend the entire workshop. This includes arriving late and leaving early on either of the days. As an alternative, we are happy to provide a letter advising that the participant attended part of the workshop (so that CPD points can still be claimed).</li> </ul>	

### Administrative Check List for Health Coaching Australia Workshops

<b>Action - On the Day</b>		
1	Venue Setup: <ul style="list-style-type: none"> <li>• Desks in U-shaped seating arrangement with room for interview demonstrations at the front of the room.</li> <li>• 3 additional chairs at the front.</li> <li>• Small table to hold laptop and speakers in a central position that allows the facilitators to read from the laptop when presenting.</li> <li>• Registration table at the room's entrance.</li> </ul>	
2	AV Equipment: <ul style="list-style-type: none"> <li>• Data projector and screen.</li> <li>• Whiteboard and whiteboard marker pens and eraser.</li> <li>• Back-up laptop.</li> <li>• Powerboard and extension cord.</li> <li>• If the data projector is ceiling mounted, a long cable to reach between the laptop and the data projector.</li> <li>• Check that venue managers will allow the use of non-local equipment.</li> </ul>	
3	Provide participant name tags – first name only in large letters	
4	Provide place cards (blank) and extra whiteboard pens (12)	
5	Provide pens, paper, water on tables and arrival refreshments for participants	
6	Give workbooks, attendance list, name tags, stationery and attendance certificates to HCA facilitators.	
<b>Action – After the workshop</b>		<b>Completed</b>
	Receive and process invoice and receive evaluation report within two weeks after workshop	