



Health Coaching Australia Pty Ltd
A.B.N. 36 105 197 046
PO Box 6890 Kangaroo Valley NSW 2577
Phone: 61 2 4465 2185
Fax: 61 2 4465 2831
Mobile: 0402 065 673
E-mail: j.gale@healthcoachingaustralia.com.au
www.healthcoachingaustralia.com.au

Workshop Costs 2010
HCA Health Coaching Overview for Health Professionals
Half-day Workshop

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:	\$2,500 (+GST)
Printing:	For large numbers we can arrange printing at \$15.00 (incl. GST) per person (please note we would require final numbers 3 weeks prior to event).
Freight (if HCA are arranging printing):	Variable depending upon destination (TNT rates).
Travel – Road:	Fixed fee of \$220 each way from South Coast NSW to/from Sydney, and/or vehicle allowance 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 wherever possible.
Travel Time Allowance:	Travel time allowance of \$250 when Facilitator needs to stay an extra night due to remote location and / or flight scheduling.
Accommodation:	Business standard accommodation. Bookings made by HCA but we welcome suggestions.

Note: Half-day workshops require one HCA Facilitator.

Organisations are required to book and pay for venue, audio visual requirements and catering, handle all printing (see above), 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 is to be made upon invoice after the workshop.

Participants:

When marketing this workshop please bear in mind that it will be beneficial for all health professionals to attend including: GPs, Practice Nurses, Allied Health practitioners, Program Managers, Community Health Managers and staff & 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 usually run from 8.30am to 1.45 pm including a morning tea break. An indicative timetable is:

8.00 am – set up

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)

If a later start and finish is required, please contact us with your suggested timings (please note that overall content of 4 hours 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,

A handwritten signature in black ink, appearing to read 'J. Gale'.

Janette Gale
Health Psychologist
Managing Director, Health Coaching Australia
02 4465 2185
0402 065 673
j.gale@healthcoachingaustralia.com.au
www.healthcoachingaustralia.com.au