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Workshop Costs: FY 2010/2011

**HCA Health Coaching for Health Professionals Review and Update
One day Workshop**

PLUS

**HCA Managers Implementation
Half-day Workshop**

Health Coaching Australia runs the above two workshops in-location on consecutive days in order to offer both cost savings to the organisation, and to best combine skills development for staff members with implementation information for Managers.

HCA recommend both these workshops are part of the core training for people using health coaching in disease management programs. The reason for this is that:

- Staff need follow up training to address challenges and increase confidence in using techniques
- Managers need to understand support and system changes required to support staff and implement health behaviour change effectively into programs

Cost:

- **Package price for holding both workshops on consecutive days: \$8,450 (+GST)**

This all-inclusive price for the workshop includes the following:

- Workshop fees (\$4,000 +GST plus \$2,500 +GST)
- Two nights' accommodation in location for HCA Facilitator
- All travel; flights/rental car/mileage costs/petrol/taxis as required depending on location
- Printing of workbooks and loose leaf handouts for participants
- Freight costs (TNT) of all printed material to workshop organiser
- All administration fees incl. booking all travel, formatting and ordering printing etc.

HCA books and administers all of the above.

Organisations are required to book and pay for venue hire, AV requirements and catering, take registrations from participants, and print certificates and name-badges.

In order to confirm dates for any workshop, an up-front payment of 50% is required. The remaining 50% payment is to be made upon invoice after the workshop.

Number of participants:

The maximum number of participants for the Review and Update workshop is 24.

There is no maximum number of participants for the Managers Implementation workshop, the above printing costs are based on 12 participants but additional printing can be ordered for \$12 per person.

The minimum number will depend upon your organisation's own cost considerations.

Workshop details:

HCA Review and Update - 1-day workshop

The Review and Update workshop builds on the 2-day Introductory workshop by assisting clinicians to adapt the full model to their particular role and clinical practice. It reviews and practices the most critical processes to apply, particularly when patients or clients are low in readiness to make changes. The workshop format allows participants to ask questions, clarify principles, processes and techniques, and to provide feedback regarding their progress in using the HCA Model. It provides participants with the opportunity to tailor the content to their own needs and to work through common challenges encountered with applying the model in practice.

Feedback from previous participants suggests that this workshop **doubles** knowledge and confidence in using the HCA Model to assist clients to self-manage.

Note: a gap of at least 6 weeks is recommended between attending an HCA Introductory workshop and an HCA Review and Update workshop, a gap of between 3-6 months is usual. This is to ensure that participants have enough time to practice using the tools and techniques taught in the Introductory workshop and to complete the preparatory exercises required for the Review and Update workshop.

HCA Managers' Health Coaching Implementation - 1/2-day workshop

This workshop provides an overview of the HCA health coaching process for Managers, in order to support staff using the model and to align organisational systems with this approach. Management input is usually required to support staff in implementing self-management behaviour change strategies because in addition to learning new skills, health coaching often represents a change in the way that clinicians practice. It also often requires subsequent changes to paperwork and/or other data collection systems, reflection on key performance indicators, and allocation of time and human resources to skills development and systems integration.

The HCA Managers' workshop presents an overview of the HCA Model itself, the rationale for using the model within community and other health agencies, and discusses the challenges and opportunities associated with implementing health coaching into disease prevention programs, chronic condition self-management programs and usual clinical practice. Managers are invited to raise issues and concerns for discussion with their peers in the workshop.

Workshop timings:

HCA one-day workshops usually run from 8.00am to 5.00pm. Morning and afternoon tea breaks are 15 minutes each in duration and lunch is 30-40 minutes. An indicative timetable is:

7.30am	Set up by Facilitator
8.00 am	Registration and preparation
8.30 am	Teaching commences
10.30am	Morning tea (15 mins)
1.00pm	Lunch (40 mins)
3.30pm	Afternoon tea (15 mins)
5.00pm	Workshop close

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 by Facilitator
8.30 am	Registration and preparation
9.00 am–11.00am	First session
11.00 am–11.30 am	Morning tea
11.30 am–1.45 pm	Second session (allowing time for evaluations 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 needs to be retained).

Other Administrative details:

Please refer to HCA's Workshop Administration Document for details regarding catering, venue setup, audiovisual requirements, 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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