

HOSTING A PLC COACHES WORKSHOP

Host Site Responsibilities

- Sign and return contract
 - Must be returned prior to initial workshop
- Secure site - venue should be appropriate size and shape to meet workshop needs
 - Long or round tables for group discussion
 - All workshop participants must have clear view of projection screen
- Provide laptop, lcd projector, speakers or room audio system, projection screen, 3-prong extension cord (multiple outlets preferred).
 - Test all equipment prior to workshop
- Provide additional workshop materials
 - Name tags or badges
 - PLC Coaches Manuals
 - Pens
 - Newsprint, Dry Erase or Chalk Board with appropriate writing materials
 - Copies of Evaluation forms (5 forms including Workshop Assent Form, Participant Information Sheet, Coaching Concerns Survey Pre-Test, Coaching Concerns Survey, Post-Test, Workshop Evaluation)
 - Refreshments (optional, although highly recommended)
- Mandate coach participation and monitor coach registration
 - Minimum: 30 participants per workshop/Maximum: 100 participants per workshop
 - Advanced registration is suggested
 - Provide advanced notification of scheduled workshops
 - Provide directions to workshop site (if at an alternative location)
- Publicize and continue to promote workshop through appropriate avenues
 - Local newspapers
 - Booster Club/Athletic Advisory Board
 - Letter to Coaches
 - School or Parish Newsletter
 - Reminder signs and memos
- Recruit parish personnel to assist with workshop facilitation (registration, refreshments, etc.)
- Promptly send workshop evaluations back to Center for Ethical Education
 - Please distribute and collect forms in packets of 5. Do not separate forms for mailing.

Center Responsibilities

- Develop and send initial contract
- Sign and return copy of signed contract to partner organization
- Send materials to host site
 - Trainer Materials (1 month prior to workshop)
 - PLC Trainers Manual
 - PLC DVD/CD-ROM
 - Laminated Lesson Plan
 - Scenario Cards (5 colored cards for each of the 3 scenario)
 - Coaches Manuals (3 weeks prior to workshop)
- Communicate with local personnel to prepare for workshop presentation
 - Provide workshop breakdown/section assignments for multiple presenters