

Hosting a Training for Transition Workshop

If you want to host a Training for Transition workshop, this document sets out how to go about it.

1.1 Background

The Canadian Centre for Community Renewal (CCCR) has staff trained to deliver this two day workshop. The training was provided by Sophy Banks and Naresh Giangrande of the UK Transition Network. At this time we are participating in the Transition US Network and have access to that training pool for trainers as well. The workshop requires two trainers, and we can access a co-trainer, or refer you to two trainers from the US, depending on your scheduling needs. Find out more about us at: www.cedworks.com, and about Transition USA at: www.transitionus.org.

1.2 What CCCR Provides

- Identification of two certified Transition Trainers. These individuals have decades of experience in facilitation, natural resources, psychology, and community organizing. If the lead trainer is not CCCR, one will be identified for you to liase with.
- We provide masters of all workshop handouts.
- Publicity using our bulletins and networks across Canada (and the US).
- Samples of some publicity materials.
- A budget spreadsheet.

1.3 What We Would Need From You

- A contact person to work with us on defining the dates, budget, etc.
- A space to do the training that would be suitable for 24 people (approx 16 ft X 24 ft minimum, with good airflow). Ideally, we have the use of two classroom sized rooms: one set up with chairs in a circle and the other with tables and chairs available for small group work. A facility that is committed to sustainable practices- composts food waste, serves organic food, etc is a good fit with the course values, but not essential.
- Basic training materials:
 - an LCD projector
 - a plain white wall to project onto or a screen if needed
 - two flip charts, flip chart pens, tape
 - name tags for participants for both days
 - copies of handouts for each participant
- Refreshments, such as a selection of teas, coffee, juice, water and snacks.
- The ability to arrange, publicize, and organise the training, collecting all registrations and fees due, and or fund raise for it as you see fit.
- To liase with the needs of the participants prior to attending. As this training is usually non residential, and we estimate it will attract participants from outside of your community, this includes supplying participants with maps of how to get to the venue and travel information (nearest bus, etc) and a list of local B&Bs, hotels or billets if you can arrange them.

2. Costs

2.1 Determining Costs

To budget the course collaboratively, we provide a template spreadsheet that can be shared and worked on together. Part of this work will be to discuss potential for a revenue sharing agreement for earnings after expenses should there be any. In cases where host organizations take on all the promotions and organizing we are happy to leave profits with you.

Our training fee, which is for two trainers, is \$3,000, plus travel and accommodation expenses. This is calculated at \$500/day for three days for each of two trainers, or \$1,500 each. CCCR will liaise with the US training pool to identify a co-trainer or to find two trainers that accommodate your dates if we cannot.

2.2 Determining Revenue

We suggest a tuition of around \$240, based on what you estimate will cover your costs. Given trainers fees, travel and accommodation expenses for the trainers, venue costs, refreshments and incidental expenses, this should give you a break even point at around 22-24 participants. The actual budget is determined by you, however. We want organisers to be able to cover costs, including your time. We also encourage finding ways to offer low cost or no cost registrations to those who cannot afford it, and so make it accessible to all. The administration of such scholarships is up to you.

Some cities and towns have been able to fund their training sufficiently so that many participants didn't pay anything. As the Training-for-Transition course focuses on a very successful technique for rebuilding local community, and restoring local resilience, community foundations and businesses are often interested in supporting it.

The (US) Christian Science Monitor article of Sept. 11, 2008 can be a great resource for helping explain what Training-for-Transition can bring to a community, in addressing Peak Oil and Climate Change and we can provide other great articles – now some from Canadian communities even! It can be found <http://tinyurl.com/45dwp2>.

To encourage early registration, you can use a two tiered structure of registration, with a cost increase occurring about 10-14 days before the start of the course. As an example, course tuition can be set at \$220 eight –twelve weeks before the course, and jump to \$250 two weeks before its start. We have also experimented with offering the 2nd and 3rd party from the same community or group a reduced rate in order to increase the numbers coming from any one community and thus the energy and knowledge available to implement activities after the workshop. These are options for your consideration only.

3. Publicity and Filling the Course

If you are organising the course, it is usually the case that you have people locally who want to attend. However, many people come through the US websites, and past workshop hosts often have lists of interested people who could not attend their session. Please do work with us to cross promote all the Training for Transition workshops and others will do the same for yours. While the average workshop is 24 to 26 participants, successful courses have been held with 40 or more participants.

For further information please contact Michelle at: mcolussi@telus.net or 250-595-8874