

The NTG Canadian Consortium's National Training Curriculum *Dementia Capable Care of Adults with Intellectual Disabilities & Dementia*

HOST INFORMATION for In-Person Workshops

The NTG Canadian Consortium offers three days of training with a 2-day basic course and an additional third day of NTG-CANADA Affiliated Provincial Trainer instruction. The workshops are based on the evidence-informed Canadian version of the NTG Education and Training Curriculum on Dementia & Intellectual & Developmental Disabilities, developed in the United States.

Registration is limited to enhance participation for both training opportunities. Participant numbers at workshops adhere to local public health recommendations to provide a safe training environment.

Are you interesting in hosting a training event in your province?

See below information. Before committing to host an event, please check your local area for sufficient interest and potential registration numbers for the training to occur in your community.

If you want to become a host, please let us know.

Any questions or to host?

Contact: Leslie Udell at lesudel@mymts.net or Dr. Nancy Jokinen at Nancy.Jokinen@unbc.ca

Responsibilities of a host agency/organization for in person training events:

- **Establish a 'point-of-contact'** person to communicate with the NTG Canadian Consortium.
- **Scan the local and nearby areas** for interest in attending the workshop event.
- **Work with the NTG Canadian Consortium partner** to establish a budget.
- **Distribute information and promote the training workshops.**
 - 'Save the Date' flyers and registration information will be provided
 - Utilize your connections to spread the word.
- **Secure a venue** to hold the event.
- **Make arrangements for**
 - **Food and beverages** for lunches and breaks

- **Audio / visual equipment** as required (laptop, PPT projector and screen, flipchart, flipchart paper & markers). Access to Wi-Fi is also needed.
- **Recruit volunteers**
 - for the registration sign in desk for all days at the event.
- **Photocopying of workshop materials that are provided.**
 - Some nominal photocopying may be required. A host can track costs for doing this and claim the expense following the workshop event.
- **Track all expenses** associated with holding the event
 - Submit statement of expenses to Reena for reimbursement following the event.

Responsibilities of the NTG Canadian Consortium

- **Provides 2 qualified trainers** to lead the workshops. Bios available upon request.
- **Reena, the NTG Canadian Consortium's Ontario partner, provides administrative support** for workshop events.
 - Works with hosts to establish a **budget** for the event.
 - Manages all **registration** for the event.
 - **Handles all email contacts with the participants** registered for the event, including emailing registered participants handouts for the training event.
 - Makes necessary **travel arrangements** for the Master Trainers.
 - and **reimburses expenses** to the host following the workshop.
- The NTG-Canadian Consortium's Master Trainers provide **ongoing support** for Affiliated Provincial Trainers
 - establish provincial networks of support for affiliated trainers providing local education and support.

Thank you for your interest in this important opportunity!