**Catalyse CPD Proposal Form**

Dear colleague,

Thank you for your interest in offering a CPD training event with Catalyse. To help clarify the process for organising your workshop you will find the CPD proposal form overleaf and we request that you complete and return the form providing as much detail as possible. We also set out further information below.

Catalyse is a social enterprise providing numerous workshops where Catalyse takes the risk for the workshop making either a profit or loss. To continue to offer a diverse range of CPD events we use some funds from workshops to balance those that appeal less broadly and to offset events that make a loss. Catalyse will hire and pay for the workshop venue and will provide publicity, organisation and communication for all events. Any monies left over following all of this are invested back into Catalyse to enable further workshops to be provided and to keep CAT ideas dynamic, stimulating and accessible to those in the NorthWest. We hope you will find the following useful in planning your workshop with us:

**Catalyse will pay:**

Trainers' fees (depending on number of bookings):

£600 per day (one trainer)

£400 per day each (two trainers)

Trainers' expenses:

(i)   Travel costs where applicable (mileage or receipts for public transport)

(ii)  Photocopying/handout expenses

**Please let us know at this stage if there are other costs you might incur in carrying out this training for Catalyse.**

**Catalyse will organise/provide:**

Training venue

Refreshments (and lunch if full day workshop)

Data projector

Flipchart and pens

Publicity/liaison with delegates *(via email communication, Catalyse website, social media and other networks)*

List of delegate names for signing/confirming attendance

Evaluation forms

CPD Certificates post-event

**Catalyse will not provide:**

Laptop

Loudspeakers

We look forward to hearing from you with the proposal form - if you have any queries, questions or suggestions please get in touch.

Best wishes,

Jo Coggins

*I accept the above terms and submit my proposal for a CPD training event.*

**Signed**:……………………………………………… (Print) :……………………………………………… **Catalyse**

**CPD/Workshop Proposal**

|  |  |
| --- | --- |
| **1. Title of Event:** |  |
| **2. Type of activity:** eg Workshop **or** LectureOther (details please) |  |
| **3. Delivery method:** eg face to face, online webinar, or can do both |  |
| **4 Length of activity:** – e.g. ½ day, whole day, etc |  |
| **5. Minimum/Maximum number of participants:** |  |
| **6. Target audience:** e.g. CAT therapists only; or open to other qualified therapists too? | eg please state Y/N:* Trainee CAT therapists Y/N
* Qualified CAT practitioners/psychotherapists Y/N
* Trainee clinical.counselling psychologists Y/N
* Other qualified therapists Y/N
* Any other health professionals or others (please give details) Y/N
 |
| **7.**  **What minimum level of CAT knowledge/experience is required?** | Please indicate (underline your choice or delete others)* None/Minimal
* Some/Moderate
* Good/Substantial
 |
| **8.** **Relevant target groups**: If this event is open to non-CAT therapists please tell us any relevant groups or organisations we may target via Twitter or other advertising | Suggestions for professional bodies, agencies, services or organisations which may be helpful to alert to this event:N/A |
| **9. Event overview:** Please provide a brief description of the event - eg This day provides an opportunity to .....  |  |
| **10. Further detail about the aims of your event:**  | eg The day is designed to help participants:Aim 1Aim 2Aim 3 etc |
| **11. Skills:** Please give an indication of theskills this event will provide participants, which will be of value to * their own professional practice
* the services they work in

and/or* their managers/employers
 |  |
| **12. Venue (if face-to-face):****-** Preferred location/venue- Room layout (lecture, classroom, cabaret)- Refreshments and timings- Equipment required (projector, flipchart etc.) Please note: Trainers will supply their own laptop and loudspeakers as required |  |
| **13. Facilitators:** Biographydetails about the facilitator(s) for the promotional material. Please make this description relevant to the event, i.e. any relevant roles/experience to the workshop topic especially if targeting a non-CAT audience. |  |
| **14.** \***Images:** We will use a relevant image to help advertise and promote the event on our website, on flyers and social media.Please give suggestions of images, or search terms for images that you might have in mind to convey the topic or theme of the workshop. This may be a slide or diagram from your presentation (but only if there are no confidentiality issues). |  |
| **15**. **Any other details/comments:** |  |
| **16. \*\*Costs:**- room hire- catering- trainer(s) fees- travel costs- handouts - can be emailed by Catalyse to participants ahead of the workshop. |  |
| **\*\*Total projected costs:**  |  |

*\*Please note we can only use images which have the correct licensing and don't infringe copyright. These can include your own original images, or those which are free and open source (eg via sites like* [unsplash.com](http://www.unsplash.com/)*,* [pixels.com](http://www.pixels.com/) *and* [pixabay.com](http://www.pixabay.com/)*).*

*\*\* For completion by Catalyse, in discussion with Trainers*