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**

|  |  |
| --- | --- |
| **Title of Presentation:** |  |
| **Type of activity:** Workshop **or** Lecture  Other (details please) |  |
| **Length of activity:** – e.g. ½ day, whole day, etc. |  |
| **Learning outcomes and objectives:** |  |
| **Minimum/Maximum number of participants:** |  |
| **Has the event been run in the past?:** If yes, please provide details of numbers attended and attach any post-course evaluation feedback/ reports. |  |
| **Target audience:** e.g. CAT therapists only; open to other qualified therapists etc. |  |
| **Skills:** How will participants understand how this program or event will equip them with skills that will be of value to employers and/or their professional practice? |  |
| **Venue:**  **-** 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. |  |
| **\*Costs:**  - room hire - catering  - trainer(s) fees  - travel costs  - handouts - can be emailed by Catalyse to participants ahead of the workshop. |  |
| **\*Total projected costs:** |  |
| **Any other details/comments** |  |

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

***Please include a brief biography with details of your experience of teaching, and teaching CAT.***