

Typical Training Course Logistical Information

Pre-Class Preparation

If the course contains exercises that utilize your own organization's projects, some organizations find it beneficial to pre-arrange who is in each team of 4 to 5 people (a minimum of 4 people per team), and what project each team will work on (a different project for each team is best).

The projects should be medium in size and require involvement from various areas of the organization. It works best if the projects assigned have either been underway for only a short time (near the beginning), or just starting on a subsequent major phase of the project

Typical Course Timing

Day 1 Instructor Arrival Time	7:30 am
Day 1 Start Time:	8:30 am
Morning break (approx.):	10:00 – 10:15 am
Lunch:	12:00 – 1:00 pm
Afternoon break #1 (approx.):	2:15 – 2:25 pm
Afternoon break #2 (approx.):	3:20 – 3:30 pm
Day 1 Finish Time:	4:30 pm
Day 2 (& 3) Instructor Arrival Time	8:00 am
Day 2 (& 3) Start Time:	8:30 am
Morning break (approx.):	10:00 – 10:15 am
Lunch:	12:00 – 1:00 pm
Afternoon break #1 (approx.):	2:15 – 2:25 pm
Afternoon break #2 (approx.):	3:20 – 3:30 pm
Day 2 (& 3) Finish Time:	4:30 pm

Training / Conference Room Information

Classroom arrangement:	Ideally either four (4) pods of five (5) people each or a "U" shape
Client provided classroom equipment requirements:	<p>LCD projector and screen</p> <p>Tables with sufficient room for group work</p> <p>Wall space for four (4) groups to work</p> <p>Four (4) easels and five (5) flip chart pads</p> <p>Four (4) markers per easel (various colors) – 16 total</p> <p>1 (one) pad of 3"x3" Post-It style note</p> <p>2 (two) pads of 3"x5" Post-it style notes</p> <p>1 (one) roll of masking &/or painter's tape</p>

Client supplied information

All information is to be provided to IPDI at least 21 calendar days prior to the start of class

Point of Contact:

Name:
Address:
Work phone:
Mobile phone:
E-mail address:

Alternative Point of Contact:

Name:
Address:
Work phone:
Mobile phone:
E-mail address:

Classroom location address:

Shipping address of the Training Site:

NOTE: IPDI will either ship the course materials to arrive approximately 3 business days prior to the course start or the instructor will bring them on Day 1 of the course.

Specific site security information (if applicable):

Parking Requirements:

Estimated Number of Participants:

List of participant names:

(To be provided by client 7 calendar days prior to the course start date)

Client provided refreshments:

Breakfast Provided?	Yes / No - If "Yes", Continental or Hot Breakfast
AM Refreshments?	Yes / No - If "Yes" what is provided?
Lunch Provided?	Yes / No - If "Yes", in the room or onsite cafeteria
PM Refreshments?	Yes / No - If "Yes" what is provided?

Add'l Information that would be helpful:

Travel Arrangements

Best airport to fly into (if applicable):