

Typical Onsite 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	LCD projector and screen
equipment requirements:	Tables with sufficient room for group work
	Wall space for four (4) groups to work
	Four (4) easels and five (5) flip chart pads
	Four (4) markers per easel (various colors) – 16 total
	1 (one) pad of 3"x3" Post-It style note
	2 (two) pads of 3"x5" Post-it style notes
	1 (one) roll of masking &/or painter's tape

Portion of profits supports charity organizations.

734.207.5470

42582 White Hart Blvd., Canton, MI 48188

processdevelopers.com

connect@processdevelopers.com

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:

Best airport to fly into (if applicable):

Portion of profits supports charity organizations.

734.207.5470

42582 White Hart Blvd., Canton, MI 48188

processdevelopers.com

connect@processdevelopers.com