

## 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 the teams of 4 to 5 people each (a minimum of 4 people per team is desired) 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. They also should be towards the beginning of the project or the beginning of the next major aspect of the project.

### Typical Course Timing (Live-Virtual) - each virtual session is 3.5 hours long

	Morning Session	Afternoon Session
<b>Instructor Arrival Time:</b>	8:00 am	12:30 pm
<b>Day 1 Start Time:</b>	8:30 am	1:00 pm
<b>Break #1 (approx.):</b>	9:30 – 9:40 am	2:00 – 2:10 pm
<b>Break #2 (approx.):</b>	10:40 – 10:50 am	3:10 – 3:20 pm
<b>Finish Time:</b>	12:00 Noon	4:30 pm

### Typical Course Timing (Onsite)

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

- LCD projector and screen
- 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
- One (1) pad of 3"x3" Post-It style note and two (2) pads of 3"x5" Post-it style notes
- One (1) roll of masking and/or painter's tape

Portion of profits supports charity organizations.

734.207.5470

42582 White Hart Blvd., Canton, MI 48188

[processdevelopers.com](http://processdevelopers.com)

[connect@processdevelopers.com](mailto: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:**

**Email address:**

### **Alternative Point of Contact:**

**Name:**

**Address:**

**Work phone:**

**Mobile phone:**

**Email 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)

Portion of profits supports charity organizations.

734.207.5470

42582 White Hart Blvd., Canton, MI 48188

[processdevelopers.com](http://processdevelopers.com)

[connect@processdevelopers.com](mailto:connect@processdevelopers.com)