

Procedures for Hosting a Pre-Service Tutor Training in Greater Minnesota

Volunteer literacy programs in Greater Minnesota without their own trainers may request that traveling trainers come and present a Pre-Service Tutor Training. Six-hour trainings may be scheduled on Saturdays from 9:00 a.m. - 3:30 p.m.; nine-hour trainings may be scheduled on Friday night from 6:30 – 9:30 p.m. and the following day (Saturday) from 9:00 a.m. to 3:30 p.m.; twelve-hour trainings may be scheduled on two Saturdays from 9:00 p.m. to 3:30 p.m. Programs who wish to host a training must have a minimum of 10 confirmed participants. Programs are also encouraged to open up the training to other programs in neighboring areas.

To host a workshop, some or all of the following may be required:

(Please check with trainer for specific requirements.)

- Minimum of 10 confirmed participants
- Room large enough to seat participants around tables comfortably
- Enough chairs for all participants
- Two or three extra tables for display and refreshments
- Blackboard, flipchart or whiteboard
- Overhead or LCD Projector
- TV/VCR/DVD
- Access to restrooms
- Secure place to store materials (2 – 3 boxes) overnight
- Staff member who will open up the training room at least one hour prior to the scheduled start of the training.

Greater Minnesota Programs are asked to pay the trainer's mileage and lodging (when necessary). Hosting programs are also expected to provide refreshments for workshop participants.

To host a training at your site, contact MLC's training coordinators at least six weeks prior to the workshop date at 651-645-2277 or 1 800-222-1990.