



# Core Training for Coach Developers Information Package

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# Course Descriptions

Core Training for Learning Facilitators	Core Training for Coach Evaluators
<p>Core Training for Learning Facilitators is a 6-hour workshop that all Learning Facilitator candidates must take. The workshop introduces Learning Facilitator candidates to the goals and philosophy of the NCCP, teaches them how to facilitate modules, and helps them understand the instructional design of the modules.</p> <p><b>Modules:</b></p> <ul style="list-style-type: none"> <li>• Overview of the Workshop and the NCCP</li> <li>• Functions of an LF</li> <li>• Elements of an Effective Learning Activity</li> <li>• Stages of Group Development</li> <li>• Nature of the group</li> </ul>	<p>Core Training for Coach Evaluators is a 5-hour workshop that all Coach Evaluator candidates must take. The workshop focuses on the evaluation principles and processes that Coach Evaluators need to follow when evaluating coaches.</p> <p><b>Modules:</b></p> <ul style="list-style-type: none"> <li>• Overview of the Workshop and the NCCP</li> <li>• The Certification Process</li> <li>• Learning to Debrief</li> <li>• Action Planning</li> </ul>
Core Training for Master Coach Developers	
<p>Core Training for Master Coach Developers (MCDs) is an 8-hour workshop that all Master Coach Developers must take. The workshop focuses on the functions that MCDs perform in the NCCP. These functions include how to select, train, evaluate, and mentor other Coach Developers.</p> <p>It is recommended that all Master Coach Developers take Core Training for Learning Facilitators and Core Training for Coach Evaluators before taking Core Training for Master Coach Developers.</p> <p><b>Modules:</b></p> <ul style="list-style-type: none"> <li>• Role of the Master Coach Developer</li> <li>• Selecting LFs/CEs</li> <li>• Training Coach Developers</li> <li>• Evaluating LFs</li> <li>• Evaluating CEs</li> <li>• Mentoring Coach Developers</li> </ul>	

# Guidelines for Hosting

\*MCD Fee is based on \$55/hour

WORKSHOP	Instructional Hours	MLF Fee	Participant Workshop Fee	Minimum Participants	Maximum Participants
Core Training for Learning Facilitators (CORE LF)	6	\$330	\$20	8	24
Core Training for Coach Evaluators (CORE CE)	5	\$275	\$20	8	24
Core Training for Mater Coach Developers (CORE MCD)	8	\$440	\$20	8	24

# Host Partner Responsibilities

1. Complete Application to Host Online – CAO staff will help with this:
  - Discuss dates, times, location, requirements
  - Costs
  - Master Coach Developer (as assigned by CAO)
2. Communication with assigned MCD
3. Promote course
4. Take registration for course (**Coach Developers must be 16 years of age or older**)
5. Cover or recover participant workshop fee for each participant
6. Upon completion of course pay Master Coach Developer  
(Honourarium and Travel expenses to be discussed prior to course)
7. Pay Invoice for Participant Workshop Fee (includes manuals, locker fees, and administrative support for host and coaches)

## CAO Responsibilities

1. Assist in promoting the course
2. Assign a Master Coach Developer if one is not affiliated already
3. Ship course material to host partner prior to course
4. Complete all transactions with host and CAC 'The Locker' database

## Sample Budget – CORE LF Sample

Expenses	
Participant Workshop Fee	\$20/Coach Developer
Shipping Course Materials (average)	\$10-25 (depending on distance and weight)
Master Coach Developer (\$55/hour @ 6 hours)	\$330
Master Coach Developer Expenses	Varies Recommend \$0.45/km for Travel Recommend \$8 Breakfast, \$12 Lunch, \$20 Dinner
Facility Rental	Varies on location/venue
Advertising	Varies on audience and media being utilized
<b>Total Expenses (for 18 coach workshop)</b>	<b>~ \$720-\$1,000</b>