*1/1/21*

We are delighted to work with you on setting up the training. Please fill out this planning form or forward it to anyone in your organization who handles these details.

Please answer each question below (type “N/A” if not applicable) and **e-mail it to training@seekingsafety.org** **at least 4 weeks prior to the training** or the training is not guaranteed.

**Our Contact Information**

✧ [training@treatment-innovations.org](mailto:training@treatment-innovations.org) (this gets the quickest response) or(617) 299-1640

✧ Address for hard copy paperwork, etc.: *Treatment Innovations, 28 Westbourne Rd., Newton Centre, MA 02459.*

✧Web: [www.treatment-innovations.org](http://www.treatment-innovations.org) and[www.seekingsafety.org](http://www.seekingsafety.org)

This form serves as an agreement between Treatment Innovations and your organization. If your agency has an additional contract or other paperwork, please send that to us. After the trainer has booked air and travel based on the information you provide in this form, you are responsible for those costs. Also, this agreement assumes that you will not be charging people to attend the training unless you have an existing written agreement with Treatment Innovations on that. If you want to create a written agreement, please contact [training@treatment-innovations.org](mailto:training@treatment-innovations.org).

**PART 1 (this is needed at least 4 weeks before the training)**

**A. TRAINING INFORMATION**

1. Date(s) of the Training \_\_\_\_\_\_\_

2. Start and End Time(s) \_\_\_\_\_\_\_ **Be sure to list your time zone.**

The typical training is 9a-4p but there is flexibility on start/end timing. On the day of the training you can let the trainer know your preferred lunch, morning, and afternoon break times.

**B. FINANCIAL INFORMATION**

***Please do not discuss fees with the trainer nor send any contract to the trainer.*** Our system is centralized and the

trainer is hired by Treatment Innovations

1. The speaker fee for the webinar training will be: \_\_\_\_\_\_\_\_\_\_.  The fee is listed in per our prior communications. If you are unclear on the speaker fee, list “unclear” and we can go over it by email with you.

2. We can provide CEUs if desired. See our [information on CEUs](https://www.treatment-innovations.org/ceu-info.html), including types and costs. Initial here if you’d like us to provide them and we will follow up after the training \_\_\_\_.

**C. WEBINAR PLATFORM**

1. Our standard procedure is to use our Zoom account to ensure all features the trainer needs are available to them. If your organization strongly prefers to provide the conference platform please check here and we will follow up via email \_\_\_.

2. Regardless of who provides the webinar platform, it’s best to schedule a trial run of the platform with the trainer ahead of time to ensure that it works. This is to help promote a smooth process on the day of the actual webinar. Please initial here to confirm \_\_\_.

3. If we are providing the platform we will send you the Zoom registration link at least two weeks before the training date. If you need the link by an earlier date, please specify the date: \_\_\_\_\_

4. No recording is allowed of any training provided by us, including webinars,using any format (video, audio, etc.). Please initial here to confirm this:  \_\_\_\_

*Note that a professionally-produced set of training* [*Seeking Safety training videos*](http://www.treatment-innovations.org/store/p53/Set_of_all_4_Seeking_Safety_Training_DVDs_%284.5_hours%29.html) *are available and there is also a* [*Teaching Guide*](http://www.treatment-innovations.org/store/p35/Teaching_Guide_to_Introduce_Seeking_Safety_to_Your_Agency.html) *to accompany those if desired.*

5. How many people will be attending? \_\_\_\_\_\_\_. If it is being done on our Zoom, there is a limit on the number for break-out rooms, so please be accurate in the maximum number you list.

**D. AGREEMENT ON CHARGING ATTENDEES**

Most entities host a training on a non-profit basis to train their internal staff only and do not charge anyone to attend. If you want to charge anyone or have outside attendees who do not work at your agency you need to negotiate a written agreement in advance with Treatment Innovations regarding the terms of such a training. Please check **one** box below:

1. \_\_\_\_\_ My entity is having this training only for internal staff; no one will be charged; and the training will not be advertised or posted publicly.

**OR**

2. \_\_\_\_\_ My entity already has a written agreement with Treatment Innovations regarding terms for charging individuals and/or other entities to attend the training.

**OR**

3. \_\_\_\_\_ My entity would like to negotiate a written agreement with Treatment Innovations regarding charging individuals and/or other entities to attend the training and agrees that the training is not confirmed until such an agreement is in place (which must occur at least 6 weeks prior to the training).

**E. CANCELLATION**

If you cancel the training less than three weeks prior to the scheduled date we would appreciate a nominal cancellation speaker fee of $100 due to the time, effort, and inability to rebook that date (but this is not a requirement). *Is this acceptable?*  ☐ Yes   ☐ No

**F. BOOKS**

1. To conduct Seeking Safety each counselor needs one book (they can't be shared, per the publisher, who owns the copyright). However the book is not required for the training day as handouts can be used instead. See our [information about the Seeking Safety book](https://www.treatment-innovations.org/books.html), which includes formats (paperback and e-book), etc. See also the [translations](https://www.treatment-innovations.org/ss-translations.html) available.

2. If you choose to provide all attendees with the book for the training, a shorter version of the handouts can be used for the training. If you plan to do this, please mark that here:  \_\_\_. If only some attendees will have the book, please ensure that everyone has the handouts as the trainer will then refer to those during the training.

Note: if your entity is billing the Los Angeles County Dept. of Mental Health for Seeking Safety services, the County requires each provider to have the book with them during the training, so it would need to be ordered ahead.

**G. HANDOUTS / OBJECTIVES / CEUS**

1. ☐  Handouts (**essential**). The specific [handouts](https://www.treatment-innovations.org/trg-handouts.html) will depend on the length of the training and whether or not attendees have the book or not. Be sure to provide the handouts (or links to them) to your attendees in advance as the training exercises require them to use the some handouts.

As mentioned above, the Seeking Safety book is not required at the training; the handouts are sufficient. However if you provide the book to all attendees, you can use a shorter version of the handouts.

Note: for a webinar, our PowerPoint slides are not available for distribution. Our handouts provide all that is needed (key content and material for the training exercises).

2. ☐   Training title, agenda, objectives (optional). These can be [downloaded](https://www.treatment-innovations.org/many-topics-we-train-on.html). Please use one of the titles listed; if you want to use some other title, just email us to confirm it.

3. ☐   Speaker resume / bio (optional). See [About Us](https://www.treatment-innovations.org/about-us.html) on our website (click the trainer’s name for the resume; the bio can be copied as well).

4. ☐   CEUs and/or certificates of attendance (optional). Please see [options](https://www.treatment-innovations.org/ceu-info.html) on our website.

**H. INVOICING**

1. We typically invoice within 6 weeks of the training date; and for phone consultations, at the end of the project. If some other timeframe and/or deadline is needed please list that here (but for phone, not more frequently than quarterly):\_\_\_\_\_.

2. If you plan on paying by Electronic Funds Transfer (EFT), please initial here so we know to check for that: \_\_\_\_.

Note: Treatment Innovations’ tax ID is 04-3436285. This is an IRS tax ID for business (EIN). You can download our our completed W9 form from the [vendor information](https://www.treatment-innovations.org/vendor-information.html) on our website.

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**AFTER THE TRAINING**

We welcome your honest feedback. You can provide confidential feedback via our [training feedback form](https://www.surveymonkey.com/r/Share_Training_Feedback) or you can discuss the training directly with Jamie Miller, our training coordinator at coordinator@treatment-innovations.org or 617-299-1610 [text or call]. Our goal is to keep improving the training. Also if you would like to schedule any future training please contact [training@treatment-innovations.org](mailto:training@treatment-innovations.org).

Thank you!