*6/17/21*

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 (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.

**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) \_\_\_\_\_\_\_  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 training will be: \_\_\_\_\_\_\_\_\_\_.  The fee is listed in our [Fact Sheet on Training](https://www.treatment-innovations.org/uploads/2/5/5/5/25555853/12-18_for_2019_fact_sheet_on_training.docx) (section 6) for an associate or if Lisa Najavits is the trainer, the fee is higher as per prior emails with you. If you are unclear on the speaker fee, list “unclear” and we can go over it by email with you.

2. If you would like us to issue CEUs, please confirm who will be paying for them: Organization\_\_\_\_ Individuals\_\_\_\_

**C. WEBINAR PLATFORM**

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

2. No matter who provides the webinar technology platform, you would need 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 two weeks before the training date. If you need the link by a specific date to distribute please specify the date: \_\_\_\_\_

4. Please note that *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. In that case, there is no limit on the number of your staff who 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**

Participants often appreciate the opportunity to obtain books related to the training. Please note the following points regarding 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.

2. During COVID-19, once the counselor has a book, there is an option to have a pdf version of the client handouts at no cost.

3. If you choose to provide all attendees with the book for the training, there is a shorter version of the handouts that can be used.

4. The book can be ordered through our website [Store](https://www.treatment-innovations.org/store/p2/Seeking_Safety_book_-_English_language.html) or from [**amazon.com**](http://www.amazon.com/gp/product/1572306394?ie=UTF8&tag=seekingsafety-20&linkCode=as2&camp=1789&creative=9325&creativeASIN=1572306394). Note: there is now an e-book (pdf) version available as well.

5. If you are an entity that is billing 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; all are provided on our website. Be sure to photocopy the handouts as the trainer does not bring them. If you have “gone green” and are planning a conference CD or flashdrive instead of hard copy handouts, please ensure that attendees know to print them in advance as some training exercises require them to fill out some handouts.

 *Please note:*

* 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 [shortened version](https://www.treatment-innovations.org/uploads/2/5/5/5/25555853/basic-handouts_1-2017_wo_pcl-shortest_version.pdf) of the handouts. Regardless of whether attendees have the book at the training, please note that each counselor who will conduct Seeking Safety after the training would need her/his own book, which can be ordered via our website [Store](http://www.treatment-innovations.org/store/p2/Seeking_Safety_book_-_English_language.html) or from [amazon.com](http://www.amazon.com/gp/product/1572306394?ie=UTF8&tag=seekingsafety-20&linkCode=as2&camp=1789&creative=9325&creativeASIN=1572306394). The book is also available in various translations, including Spanish, from our Store.
* The PowerPoint slides are not part of the handouts but can be requested (but only for a live training, not virtual/remote). Our handouts summarize key content and provide training exercises. You can optionally include a version of the slides as a handout to distribute as a hard copy at the workshop. Email us *before* the training if you want that. The slides can only be reproduced as a hard copy to attendees at your training; they cannot be put posted to a website, emailed, or sent after the training.
* If the attendees will not have books at the training, be sure they download both the [Basic handouts](https://www.treatment-innovations.org/uploads/2/5/5/5/25555853/6-13-19-basic-handouts.pdf) and [Asking for Help](https://www.treatment-innovations.org/uploads/2/5/5/5/25555853/afh_ses_12-03.pdf).

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 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](http://www.treatment-innovations.org/uploads/2/5/5/5/25555853/w9march2015.pdf). We also have other [vendor information](https://www.treatment-innovations.org/vendor-information.html) on our website that may be helpful to you.

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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.

Thank you!