

## **Arizona Living Well Institute Training Policy** **Leader Trainings and Update Training for Leaders**

### Option 1: Training fully managed by Arizona Living Well Institute

The AZLWI will provide all of the following:

- Online registration through AZLWI managed site (WuFoo) and posted on [azlwi.org](http://azlwi.org) training calendar
- Correspondence and follow up with registered trainees including request and follow-up for:
  - Leader Agreement
  - Confidentiality Agreement
  - Media Release
  - Agency Letter of Support
  - Payment
  - All additional follow-up correspondence
- Prepared Sign-in Roster, Contact Roster, and Lay Leader Tracking excels
- Standard Training fees:
  - AZLWI cannot set prices for other organizations. This is price fixing, and it is illegal.
  - The Institute has calculated the cost of basic training materials to be \$50 per trainee (Leader's manual, resource book and CD).
  - Lay Leader Training (12-18 participants)
    - \$250 for first person from an agency, \$200 for the second person, \$150 for the third (and all additional trainees from one agency).
    - \$250 stipend per Master Trainer or exchange of up to 2 trainees in lieu of Master Trainer stipends. Trainee(s) must be from the same organization as the Master Trainer.
    - \$100 in gift cards (4x\$25) for refreshments
  - Cross Training and/or Update Training for Leaders (12-18 participants)
    - \$100 per person
    - \$100 stipend per Master Trainer or exchange of up to 2 Trainees in lieu of Master Trainer stipends. The Trainee must be from the same organization as the Master Trainer.
    - \$50 in gift cards (2x\$25) for refreshments
- AZLWI will invoice Trainees/agencies for training and licensing fees.
- AZLWI provides all materials:
  - Resource Books, CDs, Leader Manuals, Certificates of Completion of Training
  - Pens, notepads, blank flipcharts (disposable materials)
  - Complete loaner set of charts and markers (to be returned to AZLWI)
  - Copies of Training materials:
    - Workshop Overviews, Practice Teach Assignments and Feedback forms, Training Agendas, Leader Training Evaluation forms,
  - Day 4 Letters to wrap-up and connect Mentors and/or Coordinators
- AZLWI will work with the Master Trainer's organization to identify and secure a training site

Option 2: Training fully managed by Agency/Master Trainers

- All of the above outlined will be managed and provided by the Agency/Master Trainers (not by the AZLWI).
- No charge will be assessed to use the AZLWI website and registration process with notifications being directed to Master Trainers and/or their Agency Coordinator.
- The agency will determine if and how much the training fee will be.

**\*\* All trainings will be hosted on the [www.azlwi.org](http://www.azlwi.org) training calendar and registered through online site (WuFoo) at no charge.**

**This is a living document that is modifiable as needed.**