

## TRAIN THE TRAINER EXCLUSIVE INFORMATION

Train-the-Trainer uses a blended learning approach. The online portion begins 60 days prior to the live in-person session. The in-person session is 1 ½ - 2 days, depending on the number of participants. The in-person portion of the program culminates in the delivery of a presentation by each participant. Due to the in-person delivery for the best learning experience, we recommend no more than 13 participants per session.

For Train-the-Trainer exclusives, all attendees must be SITE members, as pricing is based on SITE membership. If attendees are not SITE members, the cost of membership will be added to the cost of the Train-the-Trainer program for those individuals. Please note that this is actually cost effective, as the cost of membership is less than the amount an individual would pay for a non-member Train-the-Trainer (\$1295). There is no discount for non-SITE members to attend this program.

Organizations will need to provide the following (please check each box to confirm):

- A minimum of 6 participants are required for an exclusive.
- A location that accommodates up to 13 participants in 1 room
  - Room should be set up in rounds or pods .
  - An additional room will be required for the next level (14 - 26 participants).
- Audio visual equipment for each room that includes:
  - A projector/ screen/ air mouse and associated electric;
  - 1 Flip chart easel/paper.
  - No internet is required.
- Lunch for each *full* day. Preferred continental breakfasts/snacks for breaks.
- Access for the instructor(s) to the building by 7:00 a.m.

Please complete the following and submit to [office@insurancetrainers.org](mailto:office@insurancetrainers.org).

Organization Name:
Number of participants:
Program location:
Preferred program dates: (dates are dependent on available faculty)
Contact Name:
Contact Phone:
Contact email:

Once we have received your request, you will be contacted within 5 -10 business days with additional information regarding a proposal.