

Professional Development Programs & Products

Local Assistant Request Information



When PDP brings a workshop to a location, it is beneficial to have a local therapist available to assist with some of the details both before and during the workshop. A local set of "eyes and ears" can be very important to a successful course.

Local Assistant Duties

1. Prior to the course, help with finding appropriate location, such as a convenient hotel, school or hospital with adequate facilities. Selecting a course date with local knowledge is very helpful, to avoid potential scheduling conflicts.
2. Help promoting the course by either direct or indirect means to get the word out and make for a more successful workshop. We can supply the promo materials if you can get them in disseminated. Direct means may be dropping off brochures to area schools, etc. and indirect means may be supplying us with additional names & addresses of interested parties.
3. During the course, help with registration duties, and acting as a "room monitor" during the day. Assist PDP staff with set-up and tear-down as needed.
4. A willingness to work with on-site staff to make the educational experience as positive and meaningful for all participants is very important!

Benefit

The local assistant will receive 50% off their course tuition in exchange for their services. Limit of one Local Assistant per course.

Proceed

If you are willing to help us with the course as outlined above, please fill out the form below and submit it to PDP for further consideration.

Local Assistant Request Form

Contact _____

Phone # _____

E-mail _____

Agency/Facility _____

Address _____

Phone # _____

Fax # _____

Course preference _____

Alternative _____

Number of interested professionals you expect would attend? _____

Best dates for this course? _____

Have you checked for other events in your area around that time? _____

Do you have any AV equipment (VCR, DVD, LCD projector, Overhead) which may be used for the course?

Are there association/local mailing lists that you can provide?

How many addresses? _____

What other strategies might be used to spread the word about the course?

How will you be able to help promote the course?

Submit this form to:

Professional Development Programs
Attn: Cindy LaCrosse
1675 Greeley Street South, Suite 101
Stillwater, MN 55082
Phone: 877-439-8865 or 651-439-8865
Fax: 877-259-5906 or 651-439-0421
Email: cindy@pdppro.com