

Local Assistant Request Information

When PDP brings a workshop to a location, we have found it beneficial to have a local therapist to call on for help 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 locations, whether a convenient hotel or a school or hospital with adequate facilities. Helping select a course date with local knowledge is very helpful, as well, in order 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 circulation. 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. Help the 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 one half course tuition for their services. One Local Assistant per course please.

Proceed

If you feel that you are willing to help us with the course before and during the actual dates, 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 we can obtain?

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: Eileen Richter

1675 Greeley St So, Suite 101

Stillwater, MN 55082

Phone: 651-439-8865; Fax: 651-439-0421