

Hosting an APPRECIATIVE INQUIRY EVENT



For over 30 years, The Center for Appreciative Inquiry has dedicated itself to creating positive and innovative change at individual, group, and organizational levels. Our customized consulting, workshops, and trainings have helped thousands around the World to heighten their energy, sharpen their vision, and inspire their action for sustainable change.

FOR ADDITIONAL INFORMATION:

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Our Appreciative Inquiry trainings and workshops are unique, intensive, and highly interactive programs that consistently receive great reviews. It has served as the vehicle for profound personal, professional and leadership transformations in organizations of all types and sizes. Our programs are designed for immediate and long-term impact, focusing on changing workplace practices rather than trying to change people.

Hosting an appreciative inquiry training or workshop is a great way to reduce professional development costs and generate excitement within your organization and/or community. We provide two hosting options for clients to explore: closed and open trainings.

HOSTING A CLOSED TRAINING

Hosting a closed training opens it to members from your organization (or those who you invite to join). Besides being the most cost efficient training option for large groups, other benefits of hosting closed training sessions include:

- **Customized Content.** Training curricula is designed to meet the specific learning needs of your organization whereby content and exercises are tailored to bridge the gap from the current state to the desired state where key learning outcomes can be measured.
- **Collective Learning.** Your organization and its stakeholders bring different experiences and skill sets to the work environment. By having a customized course delivered to all the team members at the same time, employees learn key concepts and applications as a team, identify the benefits of applying these applications, and design structures and systems that will allow them to achieve their desired future together.
- **Maximize Convenience.** You can schedule trainings on dates and times that work best for your organization's calendar. All of our customizable programs can be delivered at the site/location of your business or site of preference.
- **Cost effective.** Training costs are minimized by eliminating or reducing employee travel, food and lodging expenses.
- **Highly Scalable.** Our workshops/trainings are carefully designed so that all exercises and activities can be delivered to groups of all sizes.
- **Support.** To ensure the successful implementation of the skill sets taught during our trainings, our trainer(s) make themselves readily available to answer questions, share knowledge, and provide on-going support and encouragement long after the training has concluded.
- **Training Add-Ons (optional).** We can design continuous learning opportunities for your employees by providing pre- and post- training readings, activities and exercises that are relevant to your business needs and nourish and sustain positive change.



Pricing for closed trainings is dependent upon several key factors, such as: number of participants in attendance; length of training; the number of Certified Ai Facilitators and/or Trainers needed to successfully deliver workshop the desired outcomes; the location of the training; training expenses (e.g. trainer travel, printing, instructional materials, etc.); and pre- and/or post- workshop activities (*optional*).

HOSTING AN OPEN TRAINING

Hosting an open training means the training will be held at your location, but registration will be open to the public so that anyone interested in participating can register for this event. **Host organizations have the opportunity to earn up to two complimentary registrations.** The first free registration will be awarded when 18 paid registrations have been received; the second free registration will be offered once 24 paid registrations have been received. Other benefits of hosting an open training include:

- **Maximize Convenience.** You can schedule trainings on dates and times that work best for your organization's calendar. All of our customizable programs can be delivered at the site/location of your business or site of preference.
- **Cost effective.** Training costs are minimized by eliminating or reducing employee travel, food and lodging expenses.
- **Highly Scalable.** Our workshops/trainings are carefully designed so that all exercises and activities can be delivered to groups of all sizes.
- **Support.** To ensure the successful implementation of the skill sets taught during our trainings, our trainer(s) make themselves readily available to answer questions, share knowledge, and provide on-going support and encouragement long after the training has concluded.

Working with you, The Center for Appreciative Inquiry and the host organization will actively promote the training so that minimum enrollment is met (minimum enrollment is usually around 24 participants, but varies based on the size and location of the venue, lodging and catering options, and other training considerations).

We are most successful in achieving maximum enrollment when we have at least 6 months to actively promote the training. We have found that the more diverse our trainings, the richer the experience and learning for all in attendance.

OUR IDEAL TRAINING SPACE

Creating an environment where innovative ideas for the future flourish is a hallmark of The Center for Appreciative Inquiry. The venue sets the stage for the entire training. A venue's design, space, layout, and lighting can impact a participant's learning and overall experience. Feedback from trainers and participants have helped us construct a list of essentials for our 'ideal' training space.

1 PHYSICAL SPACE

Training rooms are where individuals come together to network, share ideas, learn, and collaborate. When scouting potential venues, we seek training rooms that are flexible and can be modified quickly and easily to adjust to the needs of the participants.

SIZE MATTERS:

Make sure the training room is large enough to accommodate the number of people in attendance. The space may look big when it is empty, but the training essentials – tables, chairs, flip charts, etc. – will quickly take up space. Our workshops and trainings are highly experiential and require participants to move around often. We advise factoring approximately 35 square feet per participant.

LIGHTING AND TEMPERATURE:

Participants work most productively when they are in a comfortable environment. Being too hot or too cold can impede the participants' ability to focus. Having easy access to the training room's AC controls allow trainers to moderate the temperature quickly.

Videos and slides are used to compliment the workshop and to advance group dialogue. Having a training room with windows allowing for natural light is preferable, as long as the windows can be darkened to allow trainers to use a projector or other light-sensitive training devices.

WALL SPACE:

We use flip chart paper in most of our trainings to capture the group's discussions, learnings, outcomes, etc. which we then tape to the wall for the duration of the training. Having ample wall space to help display the data collected is important to the overall learning of the participants.



ADA FRIENDLY

We strive to create a training environment that is inclusive of all. Individuals participating in your event may have temporary or permanent disability – many of which may not be visible to the naked eye. Disability awareness extends beyond understanding the Americans with Disability Act (ADA) – hosting an accessible training and/or workshop means thinking of all the little things that help individuals feel invited, welcome, and included at your event.

When scouting potential venues, a few items to be aware of include, but are not limited to, accessible parking, clear signage pointing to entrances and bathrooms, automated doors, unobstructed pathways, and passenger elevators.

ADDITIONAL SPACES:

Breakout spaces, outside of the training room, serve a variety of functions. It provides participants with a place to relax, collaborate, recharge and conduct small group work.

2 TECHNOLOGY

In an effort to maximize the workshop's effectiveness, it is important to have the right equipment to help our trainers and participants perform at their best. AV equipment allows us to enhance our training curricula through the use of educational videos, images, and PowerPoint slides. Training rooms should be equipped with an LCD projector and projection screen (or TV monitor) with computer hook-up capability, excellent external speakers (if your LCD projector or TV does not have excellent built-in speakers), extension cord and power strip, and cordless microphones (for large events).

3 ROOM CONFIGURATION

We design each of our workshops and trainings to invite trainer/participant and peer-to-peer dialogue. Working in small groups is ideal for the collaborative learning method.

STAGING THE ROOM:

Tables and chairs impact how a space is used. Our workshops and trainings require the ability to move tables, chairs, and furniture quickly and easily. How the room is staged varies based on the trainer(s) and the event being delivered.

The number of tables needed for a workshop or training is dependent upon the number of participants in attendance. Round tables (60" in diameter) are preferred with no more than six chairs to a table. In addition to participant tables, two additional tables are needed: one for the trainers and their materials and a second for instructional materials and creativity kit.



4 ADDITIONAL LOGISTICS

POINT OF CONTACT:

Having a point of contact is vital to the success of an event. The point of contact will liaise directly with The Center for Appreciative Inquiry – serving as the coordinator of information concerning the venue and travel accommodations. The point of contact will reserve the training room and AV equipment, provide information about venue (e.g. building and room number, parking) and local accommodations (e.g. nearest airport, hotel), assist with catering, and help arrange/finalize the logistics of the event.

VENUE INFORMATION AND TRAVEL ACCOMMODATIONS:

Providing participants with as much information as possible helps them to prepare for the workshop and arrange their travel accommodations (if necessary). Our event pages and registration confirmation emails include information about the venue (e.g. physical address, building and room number, parking information) and travel accommodations (e.g. nearest international airport, nearby hotels, site-seeing activities, transportation options).

CATERING:

The venue space must be able to accommodate participants and catering vendors. If possible, having food delivered outside of the room or in the back of the room – so as not to disturb participants – is most ideal. Whether outside food is delivered or prepared on-site, we strive to provide food that is healthy, while remaining mindful of participants' food allergies and preferences.

We begin most workshops at 9:00am and end no later than 5:00pm (subject to change depending on the group's needs). During this time, we excuse participants for two 30-minute breaks (one in the morning; the second in the afternoon) and an hour for lunch. To ensure that all material is covered and the day's outcomes are achieved, keeping participants on-site during designated breaks and lunches (preferably near the training room) allow us to resume session quickly.

INSTRUCTIONAL MATERIALS:

Instructional materials are an important tool to help trainers achieve desired learning objectives by making the curricula more exciting, interesting and interactive for participants. Materials we utilize in our trainings consist of portable laptop computer (provided by trainer), flip chart stands and paper, multi-color felt-tip markers, blue masking tape, stickers, scissors, glue sticks, post-it notes, construction paper, pipe cleaners and other fun knick-knacks to encourage engagement and creativity.

APPRECIATIVE INQUIRY EVENT HOSTING CHECKLIST

This event hosting checklist was developed to assist individuals when they are organizing an appreciative event. Note all items on the checklist will be relevant to every function. Questions pertaining to the checklist should be directed to The Center for Appreciative Inquiry's head office at 702.228.4699 or Kathy@CenterForAppreciativeInquiry.net.

POINT OF CONTACT:

- Name of Contact on-site
- Email address of Contact
- Direct phone number of contact
- Mailing address (to ship materials, if necessary)
- Will gather and provide information about training venue and travel accommodations

TRAINING ROOM:

- Large enough to provide physical and psychological space for participants
- ADA friendly
- Room has sufficient lighting and easy AC control access
- No visible obstructions in the room to impede movement or block participants from viewing slides, videos or any training material;
- Adequate wall space to post flip chart paper
- Breakout rooms or open space is available nearby
- Training material can be left in the room overnight (for workshops that are multi-day events)
- Trainers can access the room the day prior to configure the space for optimum learning and test AV equipment

TECHNICAL EQUIPMENT:

- Projector and Projection screen (or TV if available)
- Cords needed to connect to AV equipment (e.g. HDMI)
- Audio sound system (or speakers) to play videos
- Reliable wireless internet service
- Cordless microphone (if hosting a large event)

NON-TECHNICAL EQUIPMENT:

- Round tables, if possible, with no more than 6 chairs to a table
- Two extra tables (minimum) – one for trainer materials and the second to display the creativity kit
- Flip chart stands (one for each table) plus one for each trainer(s). Table easels work well too.
- Flip chart paper. One for each stand, plus a few on standby as we go through a lot.

CATERING:

- Food can be delivered or served in/near the training room;
- Variety of healthy food options are available
- Caterer can provide alternative food choices for people with food allergies and/or preferences
- Water, coffee and tea can be provided all day