

Sept 20, 2019

Dear Colleague,

First and foremost, thank you sincerely for your interest in attending the PREP *Within My Reach (WMR)* training in Greenwood Village, CO May 5-7, 2020

Before you register, we'd like to clarify:

1. Authorizations:

This training authorizes you to implement ALL PREP curriculums including:

- PREP 8.0
- Within Our Reach
- On My Shoulders
- Business PREP (Winning the Workplace Challenge)

2. Your Leader Kit

You will be marked in the database as authorized to teach all PREP curriculums. However, the training price includes only one Within My Reach Leader Kit

3. What a Training *Is* and *Is Not*:

This training is in the **Within My Reach** curriculum. **The training will walk you through each of the lessons, learning not only what is taught but why it is taught.**

This training is not designed to teach people how to be effective presenters. Rather, it is designed to help effective presenters (instructors) learn the core methods, content, and strategies of this curriculum and how we generally teach it. In other words, it is assumed that attendees already have, or will learn from other sources, basic presentation/public speaking skills. People can certainly be effective in teaching this curriculum to couples without being professional speakers. In fact, we have much evidence in our studies that this is the case. However, this training is not designed to take a person who does not like to be in front of others teaching and make that person effective at marriage/relationship education. Good people skills and comfort being in front of others are essential to being an effective educator of any type.

It is also important to know that this training is in a curriculum. While we cover various aspects of how to run an overall program for helping couples and families—giving our impressions and anecdotes about what has worked and not worked—this training is not intended to teach how to set up and run a system of services.

It's focused on how to understand and teach the principles of this curriculum. **If you would like technical assistance** on topics such as service delivery, evaluation of outcomes, marketing to couples, etc. **please contact the PREP office and ask about Technical Assistance.**

Estimated Training Schedule:

Please plan on attending the full training. The schedule calls for the course to start at 8:30am on Tuesday, May 5th and end at 4:30pm on Thursday, May 7th, 2020. Please make sure your travel arrangements allow for you to attend from start to finish in order to receive your certificate of completion (mailed to your listed address within 2 weeks after completion of training).

4. Your Registration Fee Will Cover:

Three days of training and the following materials:

- WMR Bag
- WMR Leader Manual
- WMR Participant Manual
- Notepad
- WMR PowerPoint
- Calming Skills
- Pen
- 2 Primary Colors
- WMR Contract
- 1 Floor Magnet
- 25 Floor Card Stock
- WMR Clips DVD and flash drive

5. Your registration Fee Does Not Cover:

Meals, transportation or lodging. You or your organization is responsible for making these arrangements.

Your registration fee also does not cover the cost of any additional materials. Additional materials will need to be purchased for your workshops. We do want you to realize there are other costs involved in teaching this curriculum.

6. Your Spouse Can Attend the Training:

Your spouse may join you for this training for an additional \$300.00. However, please note that you would share one Leader Kit.

To register for the Within My Reach training scheduled for May 5-7, 2020 in Greenwood Village, CO please sign one copy of this letter and email it along with your registration form. (Fax to 303-759-4212, attention Maggie Corcoran.)

Attendee Name

Attendee Signature

Within My Reach Training May 5-7, 2020

Registration Fee: Early Bird: \$650.00 Fee after April 5, 2020: \$675

Training Location:

7600 East Orchard Road NORTH BUILDING Greenwood Village, CO 80111

Point of Contact: Maggie 720-227-0148

Hotel Information:

Facilitators are responsible for choosing their own hotel. We encourage you to stay onsite at the training venue. BE SURE TO LIST EACH PERSON ATTENDING, First and Last names as well as emails.

Attendee One: _____

Attendee One E-mail: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone (work): _____

Attendee Two: _____

Attendee Two E-mail: _____

TO REGISTER:

Email form to maggie@prepinc.com or fax to ATTN: Maggie Corcoran @ 303-759-4212

Method of Payment:

____ VISA ____ Master Card ____ American Express (PLEASE CHECK ONE)

Name as it appears on the card: _____

Card #: _____ Exp. Date: _____ Security Code: _____

Billing Address for the card:

Name on Card _____

Street _____ City _____

State _____ Zip _____

Phone _____