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November 27, 2018

Dear Colleague,

First and foremost, thank you sincerely for your interest in attending the PREP *Within My Reach* training in Greenwood Village, CO May 21-23, 2019

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 21st and end at 4:30pm on Thursday, May 23rd, 2019. 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
- Leader Manual
- Participant Manual
- Notepad
- PowerPoint
- Calming Skills
- Pen
- 2 Primary Colors
- WMR Contract
- 1 Floor Magnet
- 25 Floor Card Stock
- 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 both of you would share one Leader Kit.

To register for the Within My Reach training scheduled for May 21-23, 2019 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.)

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**Attendee Name**

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**Attendee Signature**

**Within My Reach Training May 21-23, 2019**  
**(Deadline for registration is April 21, 2019)**

Registration Fee: Early Bird: \$650.00 Fee after March 31st: \$675

**Training Location:**

**The Hyatt Place DTC - 8300 East Crescent Pkwy, Englewood, 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](mailto: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 \_\_\_\_\_