



In addition to providing you with quality training and consulting delivered by our highly qualified Associates, **ChangeWorks offers you the following services as a standard part of every training workshop at no additional charge:**

## ❖ **Pre-Workshop Training Questionnaire**

This brief questionnaire is completed by all participants and sent directly back to the ChangeWorks facilitator via e-mail or fax approximately ten days prior to the workshop. This information enables the ChangeWorks Associate to tailor the workshop to meet participants' specific needs.

## ❖ **E-Mail "ADVERT" for the Workshop**

We provide you with an advertisement that you can send via e-mail to managers, supervisors, and potential workshop participants. It includes the **objectives** of the workshop, **who should attend**, the **benefits to the organization**, the **workshop outline**, and information about the **workshop facilitator**.

## ❖ **Workbooks, Handouts, Instruments, and Training Aids**

Each ChangeWorks workshop is supported by a content-rich workbook and by topic-specific handouts developed by the ChangeWorks facilitator. Some workshops utilize Belief Decks and/or training instruments provided to you at our cost.

## ❖ **Workshop and Facilitator Evaluations**

ChangeWorks provides a *Course and Instructor Evaluation* form to gather feedback from participants at the end of the workshop. This form measures how effectively the workshop met your objectives. Participants also evaluate their confidence in using skills learned in the workshop.

