



How to Host a Teacher Training Workshop A Workshop in the Parent-Child Mother Goose Program®

Welcome to the world of Mother Goose! A Parent-Child Mother Goose Program® Teacher Training Workshop takes two days, is taught by a trained Workshop Facilitator, and covers the philosophy, organizational plan, materials, and methods of the program.

Please Note: Completion of teacher training includes this workshop as well as a 30-session period of Self-Evaluation. For more information on certification requirements, please contact our office or visit our website.

Some specific areas the two-day Teacher Training Workshop will cover:

- The background of the program
- How a session is organized
- Many examples of rhymes and how to use them
- Making the program relevant to children of various ages
- How to help the parents learn the rhymes and songs
- How to reach your target group of clients
- The basics of storytelling

Things to be aware of as you prepare for the two-day Parent-Child Mother Goose Program Teacher Training Workshop:

- A minimum of six weeks is needed to prepare for a workshop. We will accommodate shorter time periods if possible, but must consider these on an individual basis.
- Workshops are booked through the P-CMGP Office in Toronto.
- ***Bookings will be considered complete when we receive your signed Letter of Agreement.***
- The maximum number of participants for an in-person workshop is 20.
- The maximum number of participants for a virtual workshop is 12. If there are *more than 12* participants, *the request must be made to the Office Manager before making arrangements.*
- Facilitators arrange travel and accommodation with the sponsoring agency.
- All negotiations or questions concerning fees must go through the P-CMGP Office in Toronto.

Please note:

- 1. All P-CMG Programs are taught by *two or more teachers*. Organizations wishing to offer the P-CMG Program should train at least two teachers.**
- 2. This workshop is for adults; childcare must be provided for participants when necessary.**

WHAT WE DO:

- Match you with one of our qualified Parent-Child Mother Goose Program® Workshop Facilitators. If you request a specific facilitator, we will accommodate your preference when at all possible.
- Put you and the facilitator in touch with each other.
- Answer any questions you may have.
- Email you a Workshop flyer and Registration Form template
- Post the workshop on the Mother Goose website
- Approximately two weeks before the workshop we will send you a box of (prepaid) materials for up to the maximum of 20 or 12 participants.

WHAT YOU DO:

1. Communicating with the Facilitator

Contact the facilitator to arrange:

- **Travel** – Discuss booking flights, train tickets, or car-rental, meet the facilitator at the airport, drive her to the workshop, etc.
- **Accommodation** – where applicable.
- **Meals** – where applicable.

- **List of Participants** – It is helpful to know if any of your participants are currently teaching in a program.
- **The Day of the Workshop** – ensure logistics of opening the room, preparing the snack, and any other assistance the facilitator may require during the workshop.

2. Workshop Materials (Please notify mgoose@web.net once materials arrive)

- **You will receive:**
 - **Info Kit** Folders and handouts for each participant and other forms for the facilitator, to be held until she arrives.
 - **A Teacher Training Manual** for each participant.
 - In addition to the materials we send you, the facilitator will bring a sample of resources (books, CDs). Participants wishing to place an order may fill out an order form and give it to the facilitator, or place an order through our office after the workshop. Orders will be received at and mailed from the Toronto P-CMGP Office.

3. Room Set-Up for In-Person Training

- Book a comfortable room with moveable chairs. (Participants will need to sit in a circle as a group and have enough room to be able to gather in smaller groups.)
- Make sure the room has two tables: one for the snacks you provide and one for the resources for sale and the handouts.
- The workshop facilitator will be showing a short video. **They will need a computer with internet connection, preferably also connected to a projector, if possible.**
- Arrange for:
 - Mid-session snacks
 - Any special needs (e.g. mats, use of photocopier for any materials brought by the participants to the workshop, etc).

4. Virtual Set-up

- We recommend running the workshop over 4 half days, rather than 2 full days, for best learning to take place on Zoom. Exact format to be determined by the host organization and the Workshop Facilitator.
- Please provide a list of phone numbers and contacts to the Facilitator **before the workshop**.
- Hosts should provide a tech helper at the beginning of each day, to help make sure all participants get into the workshop and to trouble shoot if necessary. This allows the Workshop Facilitator to focus on the group as participants enter.
- In a Zoom workshop, Host Organizations will not be responsible for providing snacks, accommodation or meals for Facilitators.

5. Hosting

- If possible, greet the group and provide an introduction for the facilitator.
- Ensure that someone will be available throughout the workshop should anything arise.

WORKSHOP COSTS

- \$3350 (no tax) workshop fee* - 50% due upon booking. Balance due 1 week prior to workshop. **Please pay all fees by cheque where possible**
- Facilitator's travel (air, train or car travel expenses) and accommodation, including meals, where applicable.
- Snacks, room and/or equipment rental, if applicable.

Please let our Toronto office know if you require an invoice for the workshop fee. You will pay all other fees directly to suppliers and reimburse the Workshop Facilitator, if applicable.

Cancellation Policy

Workshops postponed because of weather will be invoiced at the regular rate when the rescheduled workshop occurs. Confirmed workshops may be cancelled without penalty up to four weeks before the scheduled date. Cancellations made less than four weeks before the scheduled date will be charged \$300 for administration and facilitator compensation.

Note: This document was designed for in-person workshops, but due to Covid-19 restrictions, we have been running most of our workshops on Zoom. Although the information contained in this document is still relevant, we've updated it to reflect the current need to offer virtual workshops. Please contact our office@mgoose@web.net if you have questions about Zoom workshops.