

## **Universal Enhancement Classroom Training Protocol**

(For all training with the exception of  
Onsite Coaching and Life Studies)

The following protocols are designed to provide the agency training coordinator a template for preparation for the training and enhance the training experience for all attendees.

### **Preparation**

Provide the name, office and cell number of the agency's representative responsible for the planning and logistical coordination of the training, including but not limited to procuring the necessary AV equipment (see [www.universallifestiles.com/admin](http://www.universallifestiles.com/admin) for AV Requirements and Room Arrangement under General Administration)

Ensure that someone will be onsite at the training location on the day of the training to address any AV equipment malfunctions

Ensure that someone will be onsite at the training location on the training day who is familiar with temperature and lighting controls should adjustment be needed

Provide recommended hotel to the consultant as close to the training site as possible.

Provide the complete address of the training location and the telephone number

Provide a written schedule of the training to the consultant at least one week prior to the training

Provide copies of any flyers, brochures, or emails directed to prospective attendees at the time of its release (examples of brochures and flyers can be found at [www.universallifestiles.com/admin](http://www.universallifestiles.com/admin) if desired)

Provide the name and cell number of the agency representative who will be meeting the consultant at the training location one hour prior to the beginning of the training on the day of the training. This consultant will arrive 1 (one) hour prior to the beginning of the training to review the site set up, check AV equipment and greet attendees as they arrive

### **Training Day**

The agency representative who greets the group at the beginning of the session, will request that all communication devices be turned off or placed on mute/vibrate and that no text messaging be done during the training. It is further requested that if a telephone call must be taken that the attendee leave the training room.

With the exception of presentations that are 2 hours or less (e.g. Keynote address), sessions will be conducted in 50 minute training segments with 10 minute break periods

It is recommended that whenever possible lunch is available onsite. It is suggested that onsite lunches be one hour and if lunch is off site 1 hour and 15 minutes.

Distribute evaluation forms 5 minutes prior to the end of the training. Mail/email evaluation copies or summary results to the consultant as soon as possible. If the agency is in need of an evaluation form one can be found at [www.universallifestyles.com](http://www.universallifestyles.com).

### **A Note on Handouts**

It is this consultant's preference not to provide handouts prior to or during training. It has been this consultant's experience that handouts tend to distract the attendee from the training as they attempt to find the handout that relates to what is being addressed. In lieu of handouts this consultant will direct the attendees to the website and point out relevant material located on the website. In the event that copies of materials are made for distribution to attendees, it is requested that they be distributed at the conclusion of the training.



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