

# The NTG Canadian Consortium's National Training Curriculum

## *Dementia Capable Support of Adults with Intellectual Disabilities & Dementia*

### Host Information for In-Person Workshops

The NTG Canadian Consortium offers three days of in-person training with a 2-day basic course and an additional third day of instruction to become a NTG-CANADA Affiliated Provincial Trainer. The workshops are based on the evidence-informed Canadian version of the NTG Education and Training Curriculum on Dementia & Intellectual Disabilities, developed in the United States.

**Registration** is limited to enhance participation for both training opportunities. Our maximum number for the two days is 40, with 20 of those able to move onto the third day.

### ***Are you interested in hosting a training event in your province?***

See below information. Before committing to host an event, please check your local area for sufficient interest and potential registration numbers for the training to occur in your community.

If you want to become a host please let us know.

### ***Any questions or to host?***

Contact us at [info@ntgcanada.org](mailto:info@ntgcanada.org)

### **Responsibilities of a host agency/organization for in person training events:**

- **Establish a 'point-of-contact'** person to communicate with the NTG Canadian Consortium.
- **Work with the NTG Canadian Consortium partner** to establish a budget.
- **Distribute information and promote the training workshops.**
  - Flyers and registration information will be provided
  - Utilize your connections to spread the word.
- **Secure a venue** to hold the event.
- **Make arrangements for**
  - **Food and beverages** for lunches and breaks
  - **Audio / visual equipment** as required (laptop, PPT projector and screen, flipchart, flipchart paper & markers). Access to Wi-Fi is also needed.
- **Photocopying of workshop materials that are provided.**
  - Some nominal photocopying may be required. A host can track costs for doing this and claim the expense following the event.
- **Track your expenses** associated with holding the event
  - Submit statement of expenses to Reena for reimbursement following the event.

### Responsibilities of the NTG Canadian Consortium

- **Provides 2 qualified trainers** to lead the workshops. Bios available upon request.
- **Reena, the NTG Canadian Consortium's Ontario partner, provides administrative support** for workshop events.
  - Works with hosts to establish a **budget** for the event.
  - Manages all **registration** for the event.
  - Helps **outreach** to potential registrants.
  - Makes necessary **travel arrangements** for the Master Trainers.
  - and **reimburses expenses** to the host following the workshop.
- The NTG-Canadian Consortium's Master Trainers provide **ongoing support** for NTG Canada Affiliated Provincial Trainers.

*Thank you for your interest in this important opportunity!*