

Mellow Parenting Programme - Training Delivery Checklist

Venue:

Training Date:

Trainer/Co-trainer

Number of Delegates:

Bags:

Bags have inside:

- 1 x Going Mellow Manual + 1 Group Info Sheet (purple), 1 Life Stories Sheet (blue) and 10 x Coding Sheet (green)*
- 1 x Mums Manual
- 1 x Dads Manual
- 1 x Toddlers Manual
- 1 x Babies Manual

- 1 x MP Learning to Observe Manual (L20) Coding System
- 1 x MP Pen *inserted in the zip pocket of training bag

White Trainers Folders contain:

- | | | |
|--|--|--------------------------|
| White Box Checklist | Trainer Feedback Notification | A4 Six Dimensions Poster |
| List of Participants | Trainers Checklist | |
| Trainees Attendance Sheet | Daily programme & Timetable | |
| Trainee Names and Addresses Sheets | Session Plan | |
| Notification to Trainees Online Evaluation | Training in Progress Notice | |
| | SAE envelope to return information to MP office* | |

[*Please also, where possible send image of completed contact sheet via phone/email where possible to enquires@mellowparenting.org](mailto:enquires@mellowparenting.org)

Please find enclosed an SAE for you to return the completed evaluations, names and addresses form and feedback forms. Thanks.

Prepared by: _____ Date: _____

TO BE RETURNED TO MELLOW PARENTING OFFICE BY TRAINERS:

1. MP Names and Addresses Sheet _____
2. Trainees Attendance Sheet _____
3. MP Trainees notified of online Evaluations _____

Please tick the list above and return all items WITH this form to the Mellow Parenting Office as soon as possible. Use recorded delivery if at all possible; keep the receipt and reclaim the cost with your general training expenses.

Trainers Signature: _____ **Date:** _____