

## **Mellow Parenting Training**

### **Commissioned Training**

#### **Commissioned training host is responsible for:**

- Liaising with the training department regarding dates
- Liaising with the training department about names and designations of training participants
- Ensuring payment of training invoice prior to delivery of training
- Receiving the Mellow Manuals two or three days before training takes place and keeping them in a secure place
- Ensuring Mellow Manuals are available to the trainers on the first morning of training
- Providing the venue – same venue each day
- Teas/coffees/refreshments throughout the day
- Light lunch for all
- Tables/chairs
- Data Projector
- Flip chart and pens

#### **Mellow Parenting is responsible for:**

- Liaising with the commissioner regarding dates
- Liaising with the commissioner regarding trainee contact details
- Contacting trainees with training joining instructions and programme of each day
- Raising training invoice
- Ensuring collation and delivery of all relevant Mellow Manuals
- Following up with trainees regarding attendance certification and evaluation
- General support for practitioners before, during and after group delivery
- Evaluation support for practitioners before, during and after group delivery
- Reflective Consultation during group delivery
- Accreditation as a Mellow Practitioner provided group is delivered with fidelity