

Please contact us for current costs of running a course in your locality. In addition to the lecture fees, each participant needs to have a copy of NDP3 Training manual which we will supply for a fee (please see below) and if required we can also provide photocopying for the course for a small fee. Expenses are charged to you for tutor travelling costs and for overnight accommodation and meals, as required.

Participant numbers

Our courses are ideal for a group of 24-30 Speech and Language therapists, but can be adapted for larger groups, providing the venue and IT equipment/sound system are suitable.

Timetables

We can offer one- or two-day training courses, with some flexibility concerning content. Typically courses run from 0930-1630 and include a lunch break of 45-60 minutes and two 20-minute refreshment breaks. There can be some flexibility concerning start and finish times.

Rooms and layout

The room needs to be suitable for the number of participants. Participants need to have a table to work on; round tables work well and support group activities, providing the participants can also see the tutor and screen.

The tutor needs a table for her laptop and paperwork and a chair to sit on during breaks. A jug of water and glasses for the tutors is appreciated.

AV Equipment

The tutor will usually bring a laptop, but you need to provide a projector, screen and **speakers**. Unless you have access to a good quality built-in sound system, speakers are essential to amplify audio and video recordings. The volume on the laptop is not sufficient without speakers.

Please also check that the number of available power sockets is sufficient to plug in a laptop, a projector and speakers and they are located close to where the tutor will stand. **If in doubt, please provide an extension cable.**

Help will be required to connect the laptop to the projector –**please ensure you have a nominated person to deal with this.**

Other equipment

A flipchart, paper and pens or a white board, rubber and pens.

A table to display the NDP3 resources.

NDP3 Resources

We ask course organisers to provide a recent copy of the Nuffield Dyspraxia Programme to have on display during the course. Please ensure there is a table large enough to display the resources. NDP3 should include the Therapy ring binders, the coloured therapy cards, the coloured assessment books and coloured articulogram cards. The tutor will demonstrate NDP3 Speech Builder to the participants from her laptop during the course.

Please contact our publisher at: info@ndp3.org if you do not have a recent copy of NDP3 and need to order one.

NDP3 Training manuals

Each participant requires a copy of the NDP3 training manual (£15 for each attendee, £30 each outside of a training course). The cost will be invoiced to you. These will be sent to you in advance by the publisher of NDP3. Please provide details of numbers required, a delivery address and a contact person for this purpose.

Handouts for copying

There are a large number of handouts for photocopying (50-100 depending on the length of the course). These will be sent to you in advance (two weeks before the course) with full instructions. **Please note that due to intellectual property/ copyright issues, it is not possible for you to circulate the handouts electronically to participants.** If you do not have capacity/facilities for batch photocopying, please contact us – we can arrange to have the handouts photocopied for you at a modest charge.

Please also provide the tutors with a pack of handouts and a list of the course participants.

Certificates of attendance

A template will be sent to you in advance with the handouts. **You need to type in the participants' names and the date and venue.**

Please look after your tutor(s)!

Remember the tutor(s) is/are away from home and will probably have travelled some distance on the day before the course or early on the morning of the course. In most cases, they will be unfamiliar with your locality and will need help with arrangements. For example:

- If they need to stay overnight, please book them into **comfortable** hotel accommodation, with an ensuite bathroom, and if there are two tutors involved, provide individual rooms. The hotel should ideally provide meals, so the tutor(s) can have breakfast and an evening meal.

- In most cases, the tutors are likely to use train services, so please consider how they will travel to the accommodation and to the course venue, and back to the train station after the course. Either arrange lifts or provide contact details for one or more reliable taxi companies, and inform the tutors accordingly.
- During the course, please appoint one of the participants to look after the tutor(s) for the day –checking they have everything they need and providing them with refreshments during the breaks.
- If you are not providing lunch at the venue, please ensure you have liaised with the tutors beforehand about food preferences and arrange for lunch to be made available for them. Remember, they are unlikely to be able to provide their own lunch if they have travelled and stayed in a hotel the night before.

Checklist for organisers:

- Layout of room for participants
- Table, chair and water for tutor(s)
- Projector and screen
- Speakers
- Extension power cable
- Nominated person to help with AV equipment
- Nominated person to look after the tutor(s) during the course
- Flipchart, paper & pens or whiteboard & pens
- Display table for NDP3 resources
- Recent copy of NDP3 resources
- Training manuals –provide named contact and delivery address
- Handouts –copied as advised by tutor(s)
- Handout pack and list of course participants for tutor(s)
- Certificates of attendance –fill in template for each participant

Dr Pam Williams

NDP3 Course tutor

Contact: training@ndp3.org

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