

IIRP UK 'FACILITATING RESTORATIVE CONFERENCES' SKILLS TRAINING 'TRAINING OF TRAINERS' (TOT)

The objective of the IIRP UK 'Facilitating Restorative Conferences' Skills Training 'Training of Trainers' (TOT) course is to prepare selected experienced restorative practitioners to train others in Facilitating Restorative Conferences and other related Restorative Practices.

We only hold these intensive trainings once per year.
The course has a high Trainer to Student ratio (1:6) to ensure the quality of the training and proper assessment of trainees.

Our next TOT takes place:

**Monday 15th to Thursday 18th June 2009
at Todmorden, Lancashire, England, UK.**

**Space is limited!!
Use enclosed forms to
Register now.**

(See overleaf for details of requirements and how to register)

For other training dates, locations and more information check our web-site:
www.iirp.org/uk

Outline of IIRP UK 'Facilitating Restorative Conferences' Skills Training 'Training of Trainers' (TOT) Course

DAY 1

The Positive Learning Experience
The Ideal Training Process
Conference Anecdotes
Audio-Visual Tips
Private Individual Feedback
Group Question and Answer Practice
Tour of 'Trainers Handbook'
Planning Time for Simulations
Preparation and Set-Up
Whole Class Simulation

DAYS 2 & 3

Training Simulations of IIRP UK
'Facilitating Restorative Conferences'
Skills Training

DAY 4

Training Simulations
Trainer Development Plan
More Conference Anecdotes
Question and Answer Practice
Review of Trainer Development Plan

**Two ways to Register: Mail: IIRP UK, PO Box 30, TODMORDEN, OL14 6LA
Fax: +44 (0)1706 810793**

TRAINING OPPORTUNITIES

IIRP UK 'FACILITATING RESTORATIVE CONFERENCES' SKILLS TRAINING 'TRAINING OF TRAINERS' (TOT)

SUMMARY OF STEPS TO TRAINER CERTIFICATION

Attend the IIRP UK 'Facilitating Restorative Conferences' Skills Training

Facilitate Restorative Conferences/use conferencing/Restorative Practices informally.

Review Steps to Trainer Certification.

Submit the 'Facilitating Restorative Conferences' Skills Training 'Training of Trainers Registration' form and the 'Application to become an IIRP UK Certified Trainer' and return with your tuition deposit.

Participate in the IIRP UK 4-day Fully Residential 'Facilitating Restorative Conferences' Skills Training 'Training of Trainers' (ToT).

Be observed, supervised and approved by IIRP UK when doing first trainings (additional charges apply to this aspect - full details supplied in advance upon request).

TUITION COSTS:

£1250 + VAT for the 4-day training if registered more than 30 days in advance. Within 30 days the cost is £1500. + VAT (includes a non-refundable £500 registration charge per person).
(Price includes 4 nights Full Board Accommodation from Sunday night)

FEE INCLUDES:

Tuition and Materials.
Lunch and Refreshments.
4 nights Full Board Accommodation
THEN - After full completion of the steps opposite to the satisfaction of IIRP UK (see enclosed forms for full details):
Facilitator Trainer Certificate.

(N.B. - Certificate renewable annually in January (subject to continued positive assessment) following the 12 month anniversary of your certification).

Use of IIRP UK training materials - print, video and audio for IIRP UK 'Facilitating Restorative Conferences' Skills Training

N.B.—The materials loaned by the IIRP UK may only be used for qualified IIRP UK trainings and not for other purposes (except for the Introduction to Conferencing' 'Burning Bridges' & 'Facing the Demons' DVD's which may be used at any time for any purpose).

Dates: Monday 15th to Thursday 18th June 2009 inclusive.

Venue: Todmorden, Lancashire, England, UK.

Times: Registration on Day 1 begins at 9.45 a.m. for a 10.30 a.m. prompt start - then 9.00 a.m. - 5 00 p.m. on Days 2, 3 & 4.

N.B. - This is a very intensive fully residential course so it is an essential pre-requisite for attendance on the course that all trainees are accommodated locally to facilitate necessary joint preparation and study with other students each evening throughout the four days.

REGISTRATION—Please complete and return all of the enclosed forms to register. (PLEASE PRINT CLEARLY)

Two ways to Register: Mail: IIRP UK, PO Box 30, TODMORDEN, OL14 6LA
Fax: +44 (0)1706 810793

**Application to become an
International Institute for Restorative Practices (IIRP UK UK)
Certified Trainer
(To be completed prior to 4 - day Training of Trainers (TOT))**

In entering the IIRP UK training certification program I understand that, upon successful completion of the certification program and compliance with all its standards, I will have the following rights and obligations:

Prior to my participation in the IIRP UK Training of Trainers program, I will have:

- Attended IIRP UK Restorative Practices: Facilitator/Facilitating Restorative Conferences Skills Training.
- Facilitated Restorative Justice Conferences/used Conferencing informally.

I will have the right to:

- Conduct IIRP UK ‘Facilitating Restorative Conferences’ Skills Trainings for the IIRP UK organisation. I *do not* have the right to conduct trainings independently.
- Use current IIRP UK training materials — print, video, audio and transparencies — for IIRP UK trainings. I understand that the materials are on loan from IIRP UK and may only be used for qualified IIRP UK trainings and not for other purposes (except for the ‘Introduction to Conferencing’ ‘Burning Bridges’ & ‘Facing the Demons’ DVD’s which may be used at any time for any purpose).

I will have the obligation to:

- Be observed, supervised and approved by IIRP UK in my first training(s) to complete the certification.
- Conduct the relevant training in accordance with the ‘Trainers Handbook’ provided by IIRP UK.
- Obtain prior written consent from IIRP UK for variations from the Trainers Handbook.
- Open my trainings to representatives of IIRP UK to monitor or send videotape of my actual training to IIRP UK and comply with recommendations for improvement.
- Co-operate with all IIRP UK reporting requirements which include:
 - Notifying IIRP UK, on a timely basis, of the location and projected enrolment of all scheduled trainings.
 - Sending, on the first business day following the training, a list of the names and mailing addresses of all trainees and a copy of their training evaluations.
- Use only current IIRP UK training materials supplied, returning out-of-date materials.
- Refrain from duplicating IIRP UK educational materials or giving them to anyone else, except for print materials that are supposed to be distributed to trainees.
- Maintain my IIRP UK certification.
- If I allow my certification to lapse, immediately return all loaned IIRP UK training materials in my possession plus my ‘Trainers Handbook’ and refrain from representing myself as a certified IIRP UK trainer.

I also understand that by accepting this application, IIRP UK does not guarantee my successful completion of the certification program or future income/fees for provision of training and that either party may terminate certification at any time.

I also confirm my understanding and agree that the IIRP UK training materials (with the exception of Introduction to Conferencing’ ‘Burning Bridges’ & ‘Facing the Demons’ DVD’s) will not be used for any purpose other than qualified IIRP UK trainings.

Signature

Date

Print Name Legibly

IIRP UK 'Facilitating Restorative Conferences' Skills Training
Training of Trainers (ToT) Registration Form
(Please complete all three pages)

Name: _____

Job title: _____

National Insurance number: _____

Tax Reference No.: _____

Work

Agency: _____

Address: _____

City: _____ County: _____ Post Code: _____

Country: _____

Phone: () _____ Fax: () _____

Mobile: () _____ Email address: _____

Home

Address: _____

City: _____ County: _____ Post Code: _____

Country: _____

Phone: () _____ Fax: () _____

Mobile: () _____ Email address: _____

Training of Trainers location and date:

Payment method - N.B. - Deposit of £500 must accompany registration form to secure space.

Training of Trainers Tuition: £1250 + VAT - (Late Registration (under 30 days) £1500 + VAT)

(Please note - if you are paying your own fees as **an individual** or you are a **voluntary/charity organisation not registered for VAT**, we **may** be able to invoice you through our Charity Buxmont Academy and **not charge VAT**. If this applies to you, please contact us to discuss this before registering.)

Tick one box - balance to be paid by:

Cheque # _____ (payable to IIRP UK) is enclosed.

Bill my agency/department. Attn: _____

Purchase Order # _____

Lodging: 4 nights inclusive fully residential course starting on Sunday night prior to Monday morning start.

Confirmation: Sent at least 2 weeks prior to TOT.

My signed 'Application to Become an IIRP UK 'Facilitating Restorative Conferences' Skills Training Certified Trainer' and 'Target Audience Agreement'

is enclosed.

has already been sent to the IIRP UK office.

