

## Time Line for Planning and Following Through with In-house Training

<p>4 months <u>BEFORE</u> class</p>	<p>Review content of DHI's "Application for In-house Training Session".</p> <p>Review the instructor application information located at this link, <a href="http://www.dhi.org/INDUSTRY/education/courselistings.php#Instructors">http://www.dhi.org/INDUSTRY/education/courselistings.php#Instructors</a>.</p> <p>Select classes based on employee needs.</p> <p>Determine budget. Consider costs of DHI materials, instructors' travel, instructional supplies, and food/beverage, if applicable.</p> <p>Select location. Reserve room if necessary.</p> <p>Line up instructors (dates will likely be dependent on instructors' availability).          -As of January 1, 2010, all instructors will have <b>to be approved</b> by DHI. If an instructor is needed, please contact DHI for a listing of possible instructors.  <i>-Remember your chosen instructor may request our application packet, but it will take time for your instructor to complete.</i></p> <p>Set dates.</p>
<p>3 months</p>	<p>Based on budget, if applicable, set student registration fees.</p> <p>Determine minimum &amp; maximum class sizes based on budget and room size (class size should not exceed 40 students - unless otherwise determined by DHI).</p> <p>Set registration process and deadline (a suggested deadline is 2 - 3 weeks prior to class date).  <b>-Make sure to publish the last date for students to cancel from the class without penalty. A suggested deadline is 14 days before class. These cancellation requests should be received in writing.</b></p> <p>Develop e-mail and/or mailing lists for target employee groups and customers, if applicable. DHI is a good resource for customer lists (contact Paige Purdum (<a href="mailto:ppurdum@dhi.org">ppurdum@dhi.org</a>) for information about obtaining a roster of these customers).</p> <p>Prepare class announcements &amp; registration forms.</p> <p>Advertise classes to target audiences.</p> <p>Confirm all class registrations as they are received.</p>

2 months	<p>Advertise class(es), again, to target audience - mail, e-mail, etc. (Deliver marketing in more than one way!)</p> <p>Be sure potential instructors who have not completed the required forms, and received approval from DHI, do so at this time. The application forms are located at this link, <a href="http://www.dhi.org/INDUSTRY/education/courselistings.php#Instructors">http://www.dhi.org/INDUSTRY/education/courselistings.php#Instructors</a>.          -As of January 1, 2010, all instructors must have completed these forms in order to be permitted to teach a DHI class delivered at the national or local level.</p>
<u>At least 6 weeks before class</u>	<p>Send out a second round of class announcements for those who may have forgotten to register.</p> <p>Send out class details to all registrants, noting hotel recommendations, appropriate attire, etc.</p> <p>If class requires hardware samples, order those. Gather catalogs as needed. (A listing of hardware samples required for COR113 and COR120 is located on DHI's In-house Training web page.) If the class requires code books, consider purchasing those for your employees.</p> <p><b>Submit a completed application form for In-house training to DHI (fax: 703-222-2410) - follow up with Carol Granger (<a href="mailto:cgranger@dhi.org">cgranger@dhi.org</a>) to ensure fax was received. It is appreciated if applications are sent in before the 6-week deadline. (Please note, applications may not be accepted after the 6-week deadline.)</b></p> <p>When submitting your application, be sure to order a realistic and reasonable number of student manuals (e.g. do not order 45 manuals when you only reasonably expect to have 20 students - also keep in mind, class size should not exceed 40 students).</p>
4 weeks	Send out a third round of class announcements for those who may have forgotten to register.
3 weeks	Check to make sure instructors understand <b>all</b> items in the instructor manual.
2 weeks	<p>Send out a reminder of class dates and times to those who have registered.</p> <p>Make final arrangements with facility for room set up, lunches, etc.</p> <p>Gather any necessary supplies - highlighters, badges, desk name tents, pens, etc.</p>
1 week	Double check to make sure all materials have been received - contact Carol Granger ( <a href="mailto:cgranger@dhi.org">cgranger@dhi.org</a> ) if there is a problem.
<u>Immediately after class</u>	Gather all student exams. Gather all unused DHI materials. Immediately return exams and materials to DHI. There is a \$20 per student manual fee, for all unreturned, or belatedly returned, extra manuals.