

Hosting a Private Course

Why is a private course right for you?

Great Lakes Seminars Private Courses are becoming an increasingly popular way to provide the best continuing education for your staff. They allow you the flexibility to schedule the type of courses you want, at times that are convenient for your facility's busy schedule. This takes the guesswork out of coordinating continuing education opportunities for your therapists by letting us bring the courses to you. Your entire staff will benefit greatly from learning all of the same techniques at the same time. Let us take the hassle out of providing high-quality continuing education for you.

Our Job

Our motto is "We work hard so you don't have to." We have conducted hundreds of courses and are constantly finding ways to run a course more effectively and with the least possible work for the host facility. Once we have finalized a course and date, we will take care of almost every detail relating to the course. These details include:

- Providing all course materials (manuals, tape, scissors, name tags, etc.)
- Shipment of all course materials and assurance of timely arrival
- Coordination of all travel for instructors and assistants including travel to and from the airport
- **Teaching the absolute best possible course we can!**

Flexibility

We know that different facilities we work with have different needs, therefore we offer tremendous flexibility with our private courses.

- Schedule as few as one course per year or as many as you like.
- Invite and charge outsider public registrants to your course to help offset the cost.
- We can provide you with full color brochures and mailing lists free of charge.
- We can usually give you the course you want in the month you want it.
- Book a course well in advance or on short notice (depending on availability).

Private Course Timeline

Once we have agreed on a course and date, and the deposit and signed contract have been received, the following timeline goes into effect:

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| Within 3 weeks of scheduling the course: | Sign and return contract and submit deposit |
| At least 4 weeks prior to the course: | Inform GLS of the exact number of registrants so an assistant can be provided if necessary |
| At least 2 weeks prior to the course: | Submit all names and email addresses of registrants so GLS can add them to the course roster |
| At least 2 weeks prior to the course: | Submit final payment |
| 3 days prior to the course: | You should receive all course materials at your facility |
| Day before the course: | Set up basic room design |
| Morning of the course: | Meet GLS instructor at 7:00 AM* |

*Instructors may reach out to their contact earlier in the week to touch base.



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