

# CCR&R Training Department

## Multi-Site Private Training Policies

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Below are some guidelines to ensure that we are providing the best service possible to you and your staff. Listed below are the policies that we must adhere to when scheduling/offering private training to multi-site locations.

- \* Multi-site, private trainings are available to programs with three or more facilities involving staff on the same day (or concurrent days).
- \* We strive to keep an average of 30 participants per class. Exceptions will be considered on a case-by-case basis. We provide hands-on; interactive training designed to meet the needs of different adult-learning styles and promote productive conversations. This practice gets limited with larger group-sizes.
- \* We require a minimum 30 day request for a single, 2-hour training session requiring 1 facilitator.
- \* We require a minimum 60 day request to conduct In-service, Pre-service, or multi-day trainings consisting of more than one 2-hour session.
- \* Trainings will be free if ALL facilities involved are actively participating in QR AND on our CCR&R Technical Assistance Caseload.
- \* Trainings will be charged at \$20 per 2-hour training track or \$60 per 6-hour training day (maximum hours allowed per GA Training Approval)
- \* Please contact Demmentrice Jefferson at 912.667.4571 or [djefferson@savannahtech.edu](mailto:djefferson@savannahtech.edu) to receive an official request form and/or set up a meeting to discuss your needs. Once we are provided with your request, we will provide you with a MOU detailing what our agency will provide for you and what you may be responsible for.

Thank you and we look forward to working with you!