



**School at Work® (SAW) Coach Training Session**  
**April 7-8, 2011, Louisville KY**

**Start Time: 10:30 a.m. Thursday, April 7**  
**End Time: 2:30 p.m. Friday, April 8**

**Meeting Location and Recommended Hotel**

The Seelbach Hilton  
 500 Fourth Street  
 Louisville, Kentucky 40202  
*Meeting Room – The Green Room located on the 2<sup>nd</sup> Floor*

Address/Phone/Website	<b>School at Work® Room Rate</b>	<b>General Info</b>
500 Fourth Street Louisville, KY 40202 502-585-3200  <a href="http://www.seelbachhilton.com">www.seelbachhilton.com</a>	\$135/night  To receive the School at Work Coach Training room rate, please do one of the following options below:  1. Go to <a href="http://www.seelbachhilton.com">www.seelbachhilton.com</a> -Select "Book Your Reservation" -Pick your date and input the Corporate number: N269410  2. Reserve your room by emailing Debra Spaulding at the Seelbach - <a href="mailto:Debra.Spaulding@ihrc.com">Debra.Spaulding@ihrc.com</a>  <ul style="list-style-type: none"> <li><i>The government rate is available upon request.</i></li> </ul>	<ul style="list-style-type: none"> <li>• An airport shuttle is available.</li> <li>• The hotel is a 10 minute cab ride from the airport, so renting a car is not necessary.</li> <li>• The hotel is located in the heart of downtown Louisville and has appeared on the National Register of Historical Places.</li> </ul>

For more hotel listings, visit [www.gotolouisville.com](http://www.gotolouisville.com), click **visitors**, and then click **where to stay**. Select **downtown**.

**Coach Training Registration Fee**

\$595 per attendee. This registration fee is in addition to the price of your SAW Coach Package.

**Meals**

Lunch is provided on both days and dinner is provided on Thursday.

**Contact Information**

Catalyst Learning Company  
 502-584-7337

- Susan Crocker, Senior Client Relations Coordinator; [scrocker@catalystlearning.com](mailto:scrocker@catalystlearning.com)
- Dawn Gurley, Client Relations Coordinator; [dgurley@catalystlearning.com](mailto:dgurley@catalystlearning.com)
- Marguerite Shulhafer, Client Relations Coordinator; [mshulhafer@catalystlearning.com](mailto:mshulhafer@catalystlearning.com)

*\*\* Note: Catalyst Learning reserves the right to cancel the training session with a minimum two (2) week notice if attendance does not reach a minimum number of participants.*



# School at Work 2.0 Coach Training Schedule

## April 7-8, 2010

### Day 1

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*Meeting Location – The Seelbach Hotel*  
500 South Fourth Street    Louisville, KY 40202    502-585-3200  
*The Green Room – Second Floor*

10:30 a.m. – 5:30 p.m.

- Welcome and Introductions
- Overview of School at Work 2.0
- Lunch*
- Getting Started with SAW 2.0
- Coach & Student Materials
- SAW 2.0 Facilitation Techniques
- Break*
- Best Practices from a SAW Coach
- Effective Career Coaching Strategies using the CLP (Career and Learning Plan) Tools

***Dinner – 6:30 p.m. at Red Star Tavern, 4<sup>th</sup> Street Live***

### Day 2

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*Meeting Location- Metropolitan College at the Jefferson Education Center*  
200 W. Broadway St., 8<sup>th</sup> Floor, Suite 800 (corner of W. Broadway and 2<sup>nd</sup> Street across from McDonald's)  
*\*8:45 a.m. - Take a taxi or shuttle from your hotel to the Metropolitan College*

9:00 a.m. - 2:30 p.m.

- Online Training: “The System”
- Travel back to The Seelbach Hotel (cabs will be provided)*
- Communicating with Senior Leadership about SAW  
Carol Coulter, VP, Finances & Client Relations, Catalyst Learning Company
- Lunch*
- Planning for Success