



**School at Work® (SAW) Coach Training Session
July 12-13, 2011, Louisville KY**

Start Time: 10:30 a.m. Tuesday, July 12
End Time: 2:30 p.m. Wednesday, July 13

Meeting Location and Recommended Hotel

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

Address/Phone/Website	School at Work® Room Rate	General Info
500 Fourth Street Louisville, KY 40202 502-585-3200 www.seelbachhilton.com	\$135/night To receive the School at Work Coach Training room rate, please do one of the following options below: 1. Go to www.seelbachhilton.com -Select "Book Your Reservation" -Pick your date and input the Corporate number: N2694100 2. Reserve your room by emailing Debra Spaulding at the Seelbach - Debra.Spaulding@ihrc.com <ul style="list-style-type: none"> <i>The government rate is available upon request.</i> 	<ul style="list-style-type: none"> • An airport shuttle is available. • The hotel is a 10 minute cab ride from the airport, so renting a car is not necessary. • The hotel is located in the heart of downtown Louisville and has appeared on the National Register of Historical Places.

For more hotel listings, visit 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 Tuesday.

Contact Information

Catalyst Learning Company
 502-584-7337

- Susan Crocker, Senior Client Relations Coordinator; scrocker@catalystlearning.com
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*** 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 July 12-13, 2010

Day 1

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, 4th Street Live

Day 2

Meeting Location- Metropolitan College at the Jefferson Education Center

200 W. Broadway St., 8th Floor, Suite 800 (corner of W. Broadway and 2nd 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