

# City of Winnipeg Classroom Delivery Method

- The training session(s) will occur at a City of Winnipeg Training facility/booking room from 8:30-4:30 pm. The City Course Administrator(s) will secure all training facility/bookings.
- The training participants will have an hour lunch break from noon to 1:00 pm. Mandatory coffee breaks during the morning and afternoon can be scheduled at consultant(s)'s discretion.
- The maximum class size for all sessions will be **25 participants**. The classroom will be set up with a Laptop and LCD projector.
- **Participant material / handouts** – three (3) weeks prior to the course date, the consultant(s) will provide an electronic copy of the course materials / handouts to the Course Coordinator. The City of Winnipeg will print the materials.
- If the consultant(s)'s plan to use **PowerPoint**, the consultant(s) will be responsible for sending the PowerPoint two (2) weeks prior to the course so it can be loaded on to the laptop. Or, consultant(s) are responsible for bringing the presentation on the day they are scheduled to deliver the session, and for loading the material on to the City's laptop. The laptop will have internet access.
- It is the consultant(s)'s responsibility to ensure all material presented in the classroom adhere appropriately to **copyright** laws.
- It is the consultant(s) responsibility to ensure participants **sign-in on the class list** that will be in the classroom on the day of your session (am only). It is also the consultant(s)'s responsibility to turn this list in to the Course Administrator at the end of the day. (Refer to sample class sign in list Appendix)
- City employees will be wearing their Employee Identification & Access Cards while attending training. **Visitors, this includes the external training consultants, and** are required to report to the front receptionist who will issue the consultant(s) the appropriate Visitors identification.
- The consultant(s) are required to review the **Housekeeping Items** sheet with participants, which the city will provide.
- The consultant(s) agree to adhere to a **strict code of confidentiality** when presenting courses. All City of Winnipeg materials created / and information shared by course participants will be used in the context of this course only. It will not be shared with other individuals or groups.
- Please be aware the City has a **Respectful Workplace Standard** where all employees enjoy a work environment (which includes the classroom or training) free of behaviours such as unlawful discrimination, harassment, disruptive workplace conflict, disrespectful behaviour, and violence in the workplace. If the consultant(s) experience a classroom situation that raises concerns and you need additional assistance, please contact your Course Coordinator or inform the front receptionist immediately.
- It is the consultant(s)'s responsibility to distribute the City of Winnipeg **Course Evaluation** forms during the training session. The completed forms should be given to the front receptionist or Course Coordinator at the end of each session. (Refer to Appendix ?? City of Winnipeg Course Evaluation Form)
- The City of Winnipeg may cancel any of the scheduled courses up to three (3) weeks prior to the start date, without any penalty, if the course enrollment is insufficient as determined by the City of Winnipeg. **(Nadine – what's the penalty if we cancel this less than 3 weeks)**
- In the event of illness / absence, the consultant(s) will need to contact the Course Coordinator as soon as possible prior to the session.