



Off and On site Workshop Delivery Policy  
Northern Community Development Services

The following conditions must be met in order to provide workshops on and off site by NCDS:

1. The workshop must be held in a building where staff members of the organization are working. The workshop facilitator must not be left alone in a building with workshop participants. (This is an NCDS policy and applies in our Fort Frances location as well.)
2. A staff member of the host organization must supervise the workshop. Handling disruptive participants is the responsibility of the organization/host where the workshop is being held.
3. To get the most benefit of the training, participants need to be able to fully concentrate on and participate completely in workshop activities. Therefore, childcare arrangements must be made in advance in order for the workshop participants to attend.
4. We reserve the right to terminate the workshop if we consider that our safety is compromised or if participants demonstrate a lack of interest in or respect for the facilitator/services.
5. NCDS requires a 50% guaranteed attendance rate of projected numbers to conduct a workshop session. For example, if the expected number of participants for a session is ten the minimum number required is five. If the minimum number of participants is not met the instructor may at his/her discretion cancel the session. The community/organization will be billed \$0.61 per kilometer for travel expenses if minimum attendance requirements are not met.