

District Partner Steps for Booking a Workshop

1 Have a discussion with all the District Partners at your district, to pick three potential dates for a workshop.

Other members of your district team might be involved in this step, too.

Priority will be given to full-day workshops

Many districts find it best to book a workshop on a non-instruction day, so that TOCs aren't an issue

2 With your team, have a look at the [Workshop Catalogue](#), to decide an overall topic/category for learning for the workshop.

There are four categories - as laid out in the catalogue

3 With your team, fill the [Workshop Request Form](#) to officially send your request to **POPEY**.

Upon receipt of the Workshop Request Form, **POPEY** will confirm one of your selected three dates, or make alternate suggestions if none of the dates work for us all.

4 Coordinate and plan the workshop with **POPEY**, as described in the [Workshop Norms](#) document.

Questions?

Just ask



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