



PROCESS FOR INTRO TO TRANSFORMATION WORKSHOP

1. Sponsor and Team Captain set the ITT date by the first team selection meeting, sometimes in coordination with the team members at that first meeting to see what works for all, keeping in mind the need for flexibility of the person/trainer/grad who will be facilitating it.
2. The Sponsor is responsible for asking a GAP Community Trainer, Apprentice Trainer, or other trained grad to lead the workshop based on GAP's recommendation. Often times Sponsors will lead it as well and GAP can coach the Sponsor through that prep.
3. Send the following information to the GAP Director of Communications (DOC) at marla@gapcommunity.com:
 - Workshop location
 - Workshop date
 - Workshop time (minimum 2.5 hours, 3 if you want extra leeway for mingling/snacks and arrival time flexibility).
 - Any additional information needed
 - The name, email, and phone number of the RSVP point-person, usually the Sponsor
4. The DOC will market the workshop on the web-site at www.gapcommunity.com/training and also as an event on the GAP Community Facebook page.
5. Team coach, Sponsor, and Team Captain are responsible for creating the following context for their team members:
 - The importance of people RSVP-ing and getting clear they understand the date, time, and location. The RSVP link is: www.gapcommunity.com/ITTworkshop
 - The more that people come well enrolled, the more likely they will know with certainty by the end of the workshop if the Awaken Training is for them or not.
 - The team needs to plan to be at the workshop one hour early for grounding and set-up.

6. The Sponsor and Team Captain (or Admin) come fully prepared. See the Awaken Resources page at www.gapcommunity.com/awakenresources for all instructions and materials
7. Team coach, Sponsor, and Team Captain are responsible for making sure every individual in attendance at the workshop is followed up with after the event.