



VA COUNCIL OF CEOS
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Annual Roundtable / Forum Refresher Training

Every Roundtable and Forum is strongly encouraged to schedule Refresher Training every year. As groups evolve and members change, a session with our trainer helps the group stay fresh, break through barriers, and continue to improve.

One half-day Refresher Training is budgeted for every group, every year. The Council covers all costs – trainer, meeting space, refreshments. Because we try to schedule two groups on the same day, these sessions usually run from 8 to noon or 1 to 5.

If a Roundtable or Forum is going through significant change (four or more new members for example) it may be appropriate to schedule a full day. Consult with the executive director on this.

Contact the Council office to schedule Training

There are two ways to approach it.

1. Identify multiple possible dates for your group, at least 60 days out. Staff will then check on our trainer's schedule and try and match up a date.
2. Ask staff to get open dates from our trainer, and then poll your members for availability. A good tool for date polling is Doodle.com.

Once training is scheduled, we will connect the Roundtable or Forum leader with the trainer to determine focus of the session.

It is critically important that all members attend this session, so take extra steps to confirm the date/time/location with your members.