**Guidelines for Hosting a Compassionate Listening Training**

Thank you for your interest in hosting a Compassionate Listening training. We look forward to working with you to create a successful workshop for your community or organization.

**About the Compassionate Listening Project**

TCLP is a non-profit organization dedicated to teaching skills for peace building and conflict transformation in our families, communities, in the workplace, and in social change work locally and globally. We offer powerful skills trainings and a facilitator certification program.

We developed our curriculum after a decade of reconciliation work on the ground in Israel and Palestine – bringing people together to experience the humanity of “the other.” From this work, we distilled the essence of Compassionate Listening and developed experiential curricula, which we have taught in diverse contexts worldwide since 1999. Our Middle East work continues today, including training delegations and workshops for Israeli and Palestinian peace leaders, and continues to inform our curriculum.

Participants consistently give the workshops top-rating on our evaluations and tell us that this is a powerful and transformative skill-building training that serves them in every aspect of life – personally and professionally.

**About our training: Compassionate Listening - Healing Our World from the Inside Out**

Every spiritual master recognizes listening as the most precious gift we can give to another human being. In every human interaction, whether as mentor, friend, family member, co-worker, leader or social activist, the practice of Compassionate Listening builds trust, connection, compassion, respectful dialogue, and sustainable solutions.

The Core Practices of Compassionate Listening are covered in our training:

* Cultivating compassion for oneself and others - including forgiveness.
* Suspending judgment/becoming the fair witness;
* Maintaining balance in the heat of conflict/managing our triggers;
* Listening and Speaking from the heart

**Hosting a workshop**

**Local Host**

Our trainings are most successful when sponsored by a local organization, group or individual with a local network and the enthusiasm to organize this event.

**Participants, Registration, and Cost**

The ideal number of participants in our trainings is a minimum of 12 and a maximum of 24.

There are two ways (at least) to organize the training.

1. **Hire a facilitator.**

Groups or organizations can hire a facilitator for a fee plus travel costs, and handle registration themselves. Hosts may hire one of our facilitators for $1,200 - $1,500 for a 1-day introductory training, depending on the facilitator’s level of experience; or $2,000 - $2,600 for a full 2-day introductory training. Hosts cover room rental, transportation and hospitality if needed (our facilitators enjoy homestays). Hosts set per-person workshop fees, including nominal or no fees if the workshop is sponsored. Hosts are in charge of registration and keep any profit.

1. **Partner with TCLP**

TCLP offers the workshop on our website calendar with our standard pricing: a sliding scale of $95 - $160 for a 1-day workshop and $175-$350 for a 2-day workshop. Our office handles online registration, and participants pay the balance at the end of the workshop, according to the value perceived and their ability to pay. Hosts secure a meeting room for the workshop and TCLP covers all associated costs. Hosts help with local marketing and outreach and TCLP offers one free space in the training in exchange for hosting. Workshops are confirmed when we reach 12 registrations.

**Location/Meeting room**

The first and most essential task for hosts is to find a spacious, private meeting room that seats 25 people in a circle and has enough room for participants to spread out for small group exercises. The room should be reserved 3-6 months in advance in order to ensure adequate time for outreach and marketing.

**Recommended Schedule**:

One or two-consecutive days, 9:30am-5:30pm, with a lunch break.

**Promotion**

With either option, if the workshop is not a private training and is open to the community, TCLP will market the workshop nationally on our website calendar, on our Facebook page and in e-Newsletters. TCLP can also provide the host with a calendar write-up and a professional flier for emailing, printing, and posting.

For public workshops, we recommend that the host promote the training through community calendars, post fliers in libraries, bookstores, and favorite bulletin boards. send email announcements to local networks, and reach out to community groups that might be interested in our work. If the host is an individual, he/she may also secure local sponsorship that we will include in our marketing. The sponsoring organization invites participation from their membership in exchange for another free spot in the training for the sponsoring organization. We also recommend a press release to generate interest in an interview or article.

**On-Site Support**

For public workshops in partnership with TCLP, the local host may also serve as a contact for questions such as hotel recommendations. During the training, the host arranges for the meeting room to be unlocked, helps with set-up and greets participants, and is available to assist the trainer with logistics. We also ask the host to arrange for tea and healthy snacks, which TCLP will reimburse them for.

We hope this gives you a good idea of the expectations of a workshop host or group sponsor. If, after considering this information, you are interested in working with us to organize a training, please email us so we can set up a time to talk it over. We have worked with communities world-wide and we can tailor workshops to address the needs of the community. We are happy to work with you creatively to make the workshop a great success.