



# Training Menu

Version: October 7, 2015

We have learned that to truly build capacity within the community of practice, multiple engagements that gradually grow the skills of our learners is required. The following “menu” is designed to help organizations interested in hosting on-site or regional workshops and seminars to envision and begin budgeting for a series of NatCap training engagements.

## Course Structure



Our 100-level offerings focus on foundations and include our on-line course, webinars, regional workshops, and big-picture components of the Natural Capital Symposium. Our 200-level offerings build on those foundations to include hands-on practice applying our approach and tools in remote courses and seminars, customized workshops, and in the “training track” at our Natural Capital Symposium. Finally, our 300-level offerings represent tailored, project-specific support in which NatCap experts work with you in an on-site seminar or small-group session to generate results using your own data.

Because of our limited capacity for offering workshops and seminars, our on-site workshops and small-group sessions tend toward contexts where the project objectives are clearly defined and the potential for local capacity building has already been identified.

A typical training engagement with NatCap will have at least 3 events, depending on the level of support required by your organization or project team. The first step is usually a webinar or a remote workshop, followed by some “light touch” remote support for your technical team. Once the basics have been covered, on-site workshops will be arranged for the 200 and 300 levels. We encourage you to seek out other organizations and institutions in your region with whom you can also work, so that the local reach of these on-site trainings is as great as possible. We try to hold regional trainings several times a year, so we are always interested to hear from possible hosts that they are open to hosting a training that is open to outside participants.

## Base Costs for On-Site/Customized Courses

Our standard on-site, tailored workshop involves three NatCap trainers traveling to your site for a three-day workshop. With a three-trainer team, we can accommodate groups of up to 27. For larger groups, we request that a fourth trainer be added to the team.

Higher-level courses require additional staff time to customize and prepare materials. We often work with host organizations to put on regional trainings, which combine introductory training and hands-on practice, and can spread the costs across multiple hosts and attendees. The fees that we charge are set as low as we can manage, and seek only to recoup the costs for our staff time, materials, and travel. By means of a simple registration agreement, we collect our fees from your organization, or from individuals, as registration fees, as you would pay for attendance at conferences, seminars, or other workshops.\*

Level	3-day On-Site Workshop Base Cost (Staff time for preparation, delivery, and follow-up)
100	\$10,000
200	\$13,000
300	\$15,000

*\*If your organization requires a formal contract, the costs associated with our courses will be significantly higher due to overhead and additional administrative costs.*

Host organizations are also required to cover all flight, lodging, meals, and incidental travel fees for NatCap trainers traveling for the course.

### **Additional costs:**

Additional trainers: \$850/trainer/day (includes prep & delivery time) + travel

Additional day (3 trainers): \$2,550/day

### **Total cost = Course price + travel costs (incl. 8% Stanford overhead)**

For seminars or workshops where local data is going to be used, additional budget will need to cover our additional staff time. The charge will vary according to data needs and condition of the data, but a minimum of \$3,825/course should be budgeted.

All courses must be approved by NatCap's Application Team. Exact costs may vary – the amounts listed above are intended for estimating purposes only. If you have further questions, or would like to discuss your training request with a member of NatCap's Training Team, please email us at: [training@naturalcapitalproject.org](mailto:training@naturalcapitalproject.org).

To submit a training request please complete the Training Course Planning Questions form and email it to [training@naturalcapitalproject.org](mailto:training@naturalcapitalproject.org).