

## The Grinding Doc's course-hosting REQUIREMENTS & CHECKLIST

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### 1. Schedule:

<b>Day 1</b>	8:00 a.m.	to 8:30 a.m.	Registration (see <i>Item 2</i> )	
	8:30 a.m.	to 12:00 pm.	Course	→ coffee break ~ 10:15-10:30
	12:00 p.m.	to 1:00 pm.	Restaurant lunch (see <i>Item 3</i> )	
	1:00 p.m.	to 4:00 pm.	Course	→ coffee break ~ 2:15-2:30
	7:00 p.m.		Dinner (see <i>Item 4</i> )	
<b>Day 2</b>	8:30 a.m.	to 12:15 p.m.	Course	→ coffee break ~ 10:15-10:30
	12:30 p.m.	to 1:15 p.m.	Host-company tour (see <i>Item 5</i> )	
	1:15 p.m.	to 2:00 pm.	Sandwich lunch (see <i>Item 6</i> )	
	2:00 p.m.	to 5:45 pm.	Course	→ coffee break ~ 3:45-4:00
<b>Day 3</b>	8:30 a.m.	to 12:00 p.m.	Course	→ coffee break ~ 10:15-10:30
	12:00 p.m.	to 12:45 p.m.	Pizza lunch (see <i>Item 7</i> )	
	12:45 p.m.	to 4:00 pm.	Course	→ coffee break ~ 2:15-2:30
	4:00 p.m.		End of course	

- Coffee and refreshments:** Attendees typically begin arriving at 7:50 a.m. We will need to have coffee, milk or cream (liquid, not powder) and some kind of donuts, croissants or bagels on all three days, ready at 7:45 a.m. on each day. Attendees will also need bottled water throughout the day. Coffee should be brought in or topped-off at the above times, or just made available throughout the day. If granola bars, fruit, bagels or something else can also be included in the afternoon, that would be an added bonus. Dr. Badger pays for coffee and refreshments; reimbursement will be made after the course. We prefer to have all this done in-house and not done by an outside catering company.
- Lunch, Day 1:** Typically the entire group goes to a local restaurant. Please have a recommendation. We book this the morning on the first day. Dr. Badger pays for this. If the course is held far away from a restaurant, we can order in sandwiches and drinks.
- Dinner, Day 1:** Typically the entire group goes to a local steakhouse. Please have a recommendation. On Day 1 we will do a headcount on who is attending and reserve a table at lunchtime. Dr. Badger pays for this.
- Tour, Day 2:** If the course is done on-site at the host company, the host company has the option of giving a 45-minute tour (no longer, please) of their facilities, production, etc. If any competitors of the host-company attend the course, they will be required to skip the tour.
- Lunch, Day 2:** If the host-company does a tour, they will supply sandwiches, chips and drinks to attendees after the tour. Host company pays for this. On the morning of Day 2 we'll ask if anybody has any dietary restrictions.
- Lunch, Day 3:** Typically we order in pizza and drinks. In the morning we ask attendees what they want and then call in for delivery or pick-up. Dr. Badger pays.
- Non-promotional:** The course is non-promotional, meaning the host-company does not get airtime to promote their products. However, on the first day Dr. Badger will tell attendees about the host company and introduce the host-company's representatives, including those who are attending the course. Host representatives are free to mingle and discuss with attendees during breaks, lunch, etc. If desired, they can set-up a table with brochures and sample products.
- Free attendees:** The host company gets two free attendees to the course, both receiving The Book of Grinding. These can be people from inside or outside the company. A week before the course please send Dr. Badger the names of each attendee and the company they work for. Other employees are not allowed to attend any part of the course. Please do not allow representatives or others from the company to drop in and out of the course as this has proved very disruptive in the past.

10. **Seating:** The room should be set-up “classroom style”, with attendees facing forward, seated at a table. If the group is very small (under ten people), then a “boardroom-style setup” can be used.
11. **Signs:** If needed, please provide signs at the building entrance instructing attendees where to go.
12. **Set-up:** Dr. Badger typically likes to set up the day or evening before Day 1. This typically takes one hour.
13. **Classroom requirements:** The following items are needed:
  - a) Projector (HDMI connection preferred, VGA connection acceptable).
  - b) Backup projector.
  - c) Backup laptop, in case Dr. Badger’s laptop fails. Typically one of the free attendees will have one and this is sufficient provided the cable fits and it has Powerpoint. Dr. Badger will have the Powerpoint files available on a separate USB. jump-drive.
  - c) Dry-erase whiteboard with markers or two large paper pads on an easel.
  - d) A white projector screen or a very large TV which all attendees can see.
  - e) A pad of paper and a pen for each attendee.
14. **Diplomas:** One Day 3, Dr. Badger gives out a framed diploma to each attendee. These are typically printed on Day 2 once we have a final list of the names of attendees with the correct spelling (companies sometimes send substitutes, hence doing it on Day 2). Dr. Badger typically asks the host to print these (in color) and put them in the frames. Dr. Badger typically brings the frames and the gold-leaf paper for printing.
15. **Competitors:** The host company reserves the right to restrict any competitors from taking the tour on Day 2 and from wandering around the facilities during the course. Dr. Badger will contact the attendee to explain this. It has not been a problem in the past.
16. **Promotion:** The host company is asked to promote the course – on their webpage, advertisements, word of mouth, etc.

If you have any questions, please contact Dr. Badger.