



Human Resources Training and Development Training Host Agreement

Thank you for your interest in hosting an Oakland County Human Resources training course. Please note your organization must ensure Oakland County has received billing information and authorization for payment to provide on-site training. Course registration forms are also required prior to the training for employees wishing to attend.

Please provide hosting agreement information as indicated below.

Organization: _____

- City
- Village
- Township

Contact Name: _____

Contact Phone: () _____

E-Mail: _____

Address: _____

Authorizing Signature: _____

Date: _____

Indicate course(s) you wish to host:

Course # and Name	# of Committed Participants	Requested Training Date	Course Location (Name of organization and address)
<i>PER111 Effective Communication Skills</i>	12	1/1/09	<i>Oakland County Human Resources 2100 Pontiac Lake Rd., Waterford, MI</i>

Host Responsibilities

A municipality choosing to host a training session will:

1. Choose a course from our existing list of classroom-based training options.
2. Choose a date dependent on availability of the facilitator from Oakland County.
3. Commit to the cost of a minimum of 10 participants in a course session at the individual course rate.
4. Submit a Course Registration Form for all participants to Oakland County HR Training prior to the session.
5. Provide a facility space with capacity for 16-20 participants.
6. Provide TV/Video if needed (this only applies to certain courses).



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Oakland County HR Training Responsibilities

Oakland County HR Training will:

1. Advertise the course date, time, and location that the host chooses in our Monthly Training Opportunities to both internal and external municipality clients.
2. Track participant enrollment, complete confirmation process and track attendance.
3. Assign a facilitator to the date, time, and location that the host chooses.
4. Bring laptop and projector capability to the facility on the day of training (projector setup is not required of the host).
5. Provide all participant materials including participant guides, handouts, certificates of completion, etc. on the day of training.

If you have questions about hosting a training session at your location, please contact Kelly Fitzpatrick at fitzpatrickk@oakgov.com or 248-858-0533.

Please return completed form to Oakland County HR Training & Development

2100 Pontiac Lake Road, Bldg. 41W
Waterford, MI 48328-0440
Telephone: 248-452-9945 Fax: 248-452-9893