

# Certified Change Agent Partnership Workshop Delivery Opportunity

## The Opportunity

**To partner to deliver the Capillary Certified Change Agent Workshop within an agreed geography.**

The Certified Change Agent (CCA) is an internationally recognized qualification, recognizing individual knowledge and ability to navigate change within and for organizations. It is a formal accreditation. Individuals who have successfully passed all stages are awarded the credential and can use the letters CCA after their name for as long as they keep the accreditation in good standing.

## Partner requirements are:

- You are an accredited CCA practitioner in good standing, who has undertaken the **Facilitator for CCA 1-day workshop** either in person or online;
- You have delivered one workshop under the supervisory observation of Rich Batchelor, who has signed off on your capability to deliver future workshops;
- You are experienced in workshop facilitation and managing diverse groups through learning events;
- You have a history dealing with change successfully in an array of professional capacities that can be connected to the delivery content as appropriate;
- You will deliver monthly reports of attendees, including appropriate financial records to align with payment terms;
- Prompt payment of a fee, each month, based on an agreed percentage of income to cover the cost of required centralised administration, assessment and audit (see terms below);
- To maintain the use of the Capillary Learning identity to compliment any promotion, advertising or other commercial publication of the Certified Change Agent Program.

## What Capillary Learning will provide in return:

- Access to digital copies of current PowerPoint Slides, templates, printed materials for attendees and all other collateral required for the delivery of each workshop;
- Access to the online resources for sharing post event with attendees;
- Centralized management of the examination database – providing unique exam papers and answer cards for local printing at each workshop upon request.

## Capillary Learning will manage:

- Satisfaction Survey's for attendees of all CCA workshops;
- Through ownership of the CCA Assessor Board, all written essay submissions will be centrally examined;
- Notice of confirmation of achievement of CCA status, with pdf of Certificate sent from central administration
- Maintenance of all records for new and those renewing CCA

## Capillary Learning will provide support by:

- Developing an agreed 3-year plan for workshop activity, leading to a full roll out of the program within 3 years;
- An annual virtual symposium for sharing insights and recommending improvements to the CCA;
- Providing 30 -day advance notice of changes to content or delivery approach;
- Sharing promotion and your details within the Certified Change Agent webpages, directing people to your website for upcoming delivery dates.

## Example of Pathway to Successful Partnership:

1. Your proposed workshop facilitator attends June 2019 CCA Workshop;
2. Your proposed workshop facilitator passes the Certified Change Agent Program September 2019;
3. Your proposed workshop facilitator attends the *Facilitator for CCA 1\_day workshop* September 2019;
4. Sign agreement in October 2019 to be a Certified Change Agent approved delivery partner;
5. You arrange a first workshop delivery for November 2019, with agreed content and invite Rich Batchelor to attend as observer (this may be in person or virtually);
6. You obtain agreed exam from Capillary Learning 3 days prior to workshop;
7. You locally print/prepare all content required;
8. Deliver workshop in November 2019
9. Get sign off from Rich Batchelor that style, content and delivery matches expectations;
10. Prepare for future workshops

## Example Financial Commitments

Each partner will agree payment terms for year 1, year 2 and year 3 onwards. This will be a percentage of receipts/registration income for each CCA delivered. In this example we have agreed 10% for year 1, 15% for year 2 and 20% for year 3. The percentage amounts will be agreed on a per partner basis.

Date of workshop	Workshop Income	Agreed Payment to Capillary
<b>Year 1</b>		
November 2019	6 attendees x \$1000 = \$6000	10% of \$6000 = \$600
February 2019	10 attendees x \$1000 = \$10,000	10% Of \$10,000 = \$1000
June 2019	10 attendees x \$1000 = \$10,000	10% Of \$10,000 = \$1000
<b>Year 2</b>		
November 2020	10 attendees x \$1000 = \$10,000	15% of \$10,000 = \$1500
February 2020	12 attendees x \$1000 = \$12,000	15% Of \$12,000 = \$1800
June 2020	12 attendees x \$1200 = \$14,400	15% Of \$14,400 = \$2160
<b>Year 3</b>		
November 2020	12 attendees x \$1200 = \$14,400	20% Of \$14,400 = \$2,880
February 2021	12 attendees x \$1200 = \$14,400	20% Of \$14,400 = \$2,880
June 2021	12 attendees x \$1500 = \$18,000	20% Of \$18,000 = \$3,600
<b>Year 4</b>		
November 2021	12 attendees x \$1500 = \$18,000	20% Of \$18,000 = \$3,600
February 2022	12 attendees x \$1500 = \$18,000	20% Of \$18,000 = \$3,600
June 2022	12 attendees x \$1500 = \$18,000	20% Of \$18,000 = \$3,600

- Year 1: Receive \$26,000, pay Capillary \$2,600 retain \$23,400
- Year 2: Receive \$36,400, pay Capillary \$5,460 retain \$30,940
- Year 3: Receive \$46,800, pay Capillary \$9,360 retain \$37,440
- Year 4: Receive \$54,000, pay Capillary \$10,800 retain \$43,200

This is for illustrative purposes only. Partners are free to set their own registration prices, including discounts, attendee numbers per session and frequency of delivery, based on their own insights of their geography.

**To discuss this opportunity further, contact [info@capillarylearning.com](mailto:info@capillarylearning.com) to set up a discussion with Rich Batchelor.**