



# Training-To-Go Request Form

LOC is pleased to offer its members LOC staff lead Training-To-Go at a price much less than you would find elsewhere. LOC offers four different types of training with different pricing. Please read the details below to find the training that best fits your needs. Once complete, email this form to Claire Wilson at [cwilson@orcities.org](mailto:cwilson@orcities.org). If you have any questions, contact the LOC at (503) 588-6550.

## Contact Information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## ELECTED ESSENTIALS TRAINING

The LOC's Elected Essentials program provides newly elected officials, experienced elected officials, and city staff with training on the basics of municipal governance in Oregon.

**Fee:** \$75/hour of actual training provided, plus travel expenses. If you invite other governmental entities to attend the training, the cost will decrease to \$25/hour for actual training provided, plus travel expenses.

**Scheduling:** Minimum 4-week notice required, depending on the trainer's availability.

Please note this training is *not* provided between the months of October – January of even numbered years or in January – February of odd numbered years.

Please select the trainings you are interested in from the list below:

High Functioning City Councils  
Ethics  
Lobbying 101

Public Records  
Public Meetings

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## CORE CONTENT TRAINING

The LOC's Core Content training program offers custom-built training to apply directly to cities in Oregon. Topics include core and specialized areas of responsibility for both elected officials and city staff.

**Fee:** \$125/hour of actual training provided, plus travel expenses.

**Scheduling:** Minimum 4-week notice required, depending on the trainer's availability.

Please select the trainings you are interested in from the list below:

Public Contracting  
Budgeting

Social Media  
Committees/Commissions Training

## CITY-SPECIFIC TRAINING

The LOC's city-specific training is any training that requires LOC staff additional time to tailor the training to your city's specific needs. This type of training involves the trainer reviewing specific city governing documents and policies, and ensures that the training being provided not only covers federal and state laws, but also applicable local laws and policies.

**Fee:** \$125/hour (Includes time spent preparing and delivering the training), plus travel expenses.

**Scheduling:** Minimum 6-week notice required, depending on the trainer's availability.

Please select the trainings you are interested in from the list below:

High Functioning City Councils  
Ethics  
Council Rules & Procedures  
Other (please specify) \_\_\_\_\_

Public Records  
Public Meetings  
Local Contracting Rules

## FACILITATION/MEDIATION/STRATEGIC PLANNING

The LOC's facilitation/mediation and strategic planning services offer structured and procedural guidance to help groups function more effectively to achieve desired outcomes or assistance in helping your organization set goals and priorities and a pathway to achieve those goals.

**Fee:** \$7,500 plus travel expenses for a full-day training and \$4,000 plus travel expenses for a half-day training.

**Scheduling:** Minimum 8-week notice required, depending on the trainer's availability.

*Please select the trainings you are interested in from the list below:*

Facilitation  
Strategic Planning

Mediation