



National Charrette Institute
MICHIGAN STATE UNIVERSITY



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communities®



NCI Charrette Train-the-Trainer Web Copy

This session will provide in-depth training on the NCI Charrette System curriculum, and is the first step toward becoming an NCI trainer. It is intended for NCI Certificate holders who are interested in becoming an NCI trainer.

This 1.5-day training will focus on the teaching methodology and techniques for the project assessment and organization exercises (phase 1.1) taught in the NCI Charrette System training. All participants are required to hold a NCI certificate of completion or be currently enrolled in the NCI online course.

Learning objectives include:

- The phases, tools and techniques of the NCI Charrette System.
- The techniques for teaching the exercises of the NCI Charrette System Certificate Training.

Dates

December 14-15, 2017

Day 1: 9 a.m. – 5 p.m.

Day 2: 9 a.m. – 11 a.m.

Agenda

Time	Activity
Day One	
8:30 a.m.	Registration
9:00	Review: NCI Charrette System Certificate Training
10:00	Hands-on workshop exercise
	Case study set-up
	Guiding principles, objectives and measures, products and team matrix, exercise
12:30 p.m.	Lunch, on your own
1:30	Guiding principles, objectives and measures, products and team matrix, exercise (cont.)
3:00	Stakeholder analysis exercise

4:00	Complexity analysis exercise
5:00	Adjourn
Day Two	
9:00 a.m.	Review: Charrette preparation tools in depth Charrette System roadmap exercise Charrette schedule and budgeting exercise
11:00	Adjourn

Pricing

\$375 for MAP members.

\$395 for non-MAP members.

Pricing does not include meals, transportation, parking or lodging.

Location

MSU Innovation Center
325 E. Grand River Ave., Room 300
East Lansing, MI 48823

Meals, transportation, parking and lodging may be explored on this [map](#).

CEUs

9 AIA/CES | 9 AICP/CM

Capacity

Capacity for this training is limited to those that meet prerequisites. Registration is first come, first served.

Prerequisites

1. You must hold an NCI certificate in NCI Charrette System™ - Core Level (either online or in-person certificates are accepted) or working towards the certificate in the online course.
2. You must have participated in a multiday charrette.

Expectations to Become an NCI Trainer

Attending this Train-the-Trainer event does not guarantee your participation as an NCI instructor or facilitator. Attendance does place participants on a *preferred* charrette facilitator and/or trainer consultant list for potential training and charrette opportunities in Michigan and beyond.

Participants in this training are eligible to teach the NCI Charrette System™ Certificate Training - Core Level course as an NCI instructor for a fixed honorarium if the following requirements are met.

1. You must hold a NCI certificate in the NCI Charrette System™ - Core Level (either online or in-person certificates are accepted).
2. You must have participated in the 1.5 day Train-the-Trainer event.
3. You must have demonstrated experience in conducting an NCI charrette.
4. You must have demonstrated teaching and facilitation experience.
5. You must shadow NCI trainers in other certificate training(s) as a monitor and co-instructor. This will include facilitating the exercise components first, and later teaching content and facilitating exercises.
6. You must shadow NCI facilitators in conducting and facilitating a charrette(s) as a monitor and co-facilitator.

Instructor

[Bill Lennertz](#)

How to Register

Registering for an NCI training program can be completed in one of two ways and is tied to your method of payment (either credit card or check).

1. **Pay by Credit Card (preferred):** [Register online using the MSU Cashnet system](#). All needed information will be gathered through this checkout process.
2. **Pay by Check:** [Download the Registration Form](#), and complete and return this form with your check. *Note: This PDF is an Acrobat fillable-form and must be opened with the [Adobe Acrobat Reader](#) Simply right-click on the "Registration Form" hyperlink from your browser and select "Save link as." Then, you can open up the PDF file using the Adobe Acrobat Reader software from your computer to complete the form.*