



# TRAINING GUIDELINES

We look forward to partnering with you on your organizational training needs. For an optimal experience, please review the following.

## Guidelines for Training Delivery:

- We request 3-4 weeks' notice to schedule standard EAP seminars.
- Additional time may be requested for customized content.
- Please provide confirmation of a designated employer representative to host the event.
- Provide handouts to all participants in either print or virtual form.
- A minimum attendance of ten employees for Orientations and EAP Seminars are required.
- Training hours not utilized one year may not be carried over into the following year.
- A cancellation fee will apply for seminars canceled within 24 hours of the scheduled service.
- To request a training, please contact us at: [canopywell.com/training\\_request](https://canopywell.com/training_request)

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