

## AO NEEDS ASSESSMENT FOR TRAINING PROGRAMS

Please consider the following items when you are considering designing a training program for court personnel.

1. What topics would like discussed at this particular workshop?  
Be specific in your response.
2. What target population should be trained?
3. How often should the training program be offered?
4. Other comments and suggestions.

**WORKSHEET FOR DEVELOPING THE TRAINING BUDGET  
FOR AO-SPONSORED TRAINING PROGRAM**

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1. Course Description
2. No. of people to be trained
3. No. of sessions
4. No. of student days (# to train x # of days in session)
5. Location of training site  
(Regionally/Nationwide Average Per Diem Rate \$100)
6. No. of AO staff to participate
7. No. of contractor instructors
8. Course Development Cost (Contractor)
9. On-Site Instruction (Cost per instructor)

PG 1 & 2

**CALCULATE THE FOLLOWING EXPENDITURES FOR A GRAND TOTAL**

**AO EXPENDITURES**

- A. AO costs: AO staff travel (per diem x # of days) + (round trip airfare average: \$325) + \$75 misc. x # of participants x # of courses
- B. Instructor travel
- C. Course Development
- D. On-site Instruction  
(# of courses x cost per x # of instructors)

**GRAND TOTAL:**

**COURT EXPENDITURES**

- A. Court costs: Court personnel travel (per diem x # of days) + (round trip airfare + \$75 misc. x # of participants
- B. Training Facility  
(Aver: 2,000) x # of sessions

**GRAND TOTAL:**