

**CDC- SUPPORTED HIGH IMPACT PREVENTION (HIP) TRAININGS**  
**Training Event Coordination**  
**Specifications and Roles & Responsibilities**

<b>Role</b>	<b>Responsibility</b>
Danya	Coordinate training logistics. Post training to CDC's Training Events Calendar (TEC) site and Effective Interventions Calendar. Conduct registration process. Schedule/facilitate logistics call. Develop MOU. Prepare and ship materials to site, according to <i>Materials Checklist</i> . After the training, provide participant and evaluation data as requested by CDC.
Host Agency	Assign staff contact for logistics. Provide training room & AV, according to the event's specifications. Participate in logistics call. Sign MOU. Respond to email communications, including review of training applicants. Receive training materials, transport to training room. Assist with room set-up. Provide onsite logistics, AV support during training. Assist with returning materials to Danya.
CBA Trainers	Participate in logistics call. Respond to email communications. Prepare and bring trainer materials to training, according to <i>Materials Checklist</i> . Assist with room, materials, AV set-up. Conduct training. Ensure completion of participant evaluations, sign-in sheets, onsite registration forms. Return evaluations and other materials to Danya, immediately after completion of training.

Intervention Title	<b>Many Men, Many Voices (3MV)</b>
Start/End times	8:30 a.m. – 5:00 p.m.
# Training Days	4 days
Training Coordination	Danya is responsible for fully coordinating the trainings (i.e., posting the training on TEC, handling registration, securing space, sending out acceptances, facilitating a logistics call, sending kits, collecting the PCEs and attendance list) at the direction of the CDC Intervention Lead. Danya needs a minimum of 6-8 weeks in advance of the training date to effectively coordinate a training.
Kit Details	Implementation Manual, Facilitator's Guide, electronic materials on a CD
Where/When to Send Training Materials	Danya will send implementation kits, materials, supplies (as noted in <i>Materials Checklist</i> ) to the training site at least 2 days prior to training start date.
Room Set-up Preferences (host provides)	<b>Main training room:</b> Comfortably fit 20 with room to spread out and work in groups (all 4 days) Tables to seat participants can be setup in the following styles: U-shaped, round tables, classroom/conference, or chevron Table for the trainers off to the side <b>Breakout room for Days 2, 3, and 4:</b> Must accommodate ½ participants Chairs in a circle formation to seat participants A table for setup (preferable)
A/V Needs and Supplies (host provides)	Laptop (all 4 days) LCD Projector and screen in main room (all 4 days) At least 2 easels with newsprint (adhesive newsprint or tape to hang the newsprint on the walls); 1 easel in the main room and 1 easel in the breakout room Markers

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Access to training room	Approximately 1 hour prior to training start time ( <i>Preferably the afternoon before the training when possible</i> ), and at least 30 minutes after the training for participants' questions and clean up.
Number of Participants	Maximum: 16 Minimum: 12 Observers: 3 (need to be approved by CDC) See <i>Guidelines for Participating in a 3MV Training</i> on <a href="http://effectiveinterventions.cdc.gov">effectiveinterventions.cdc.gov</a>
Kits, Materials, Supplies Danya provides for CBA-led trainings only	<ul style="list-style-type: none"> <li>• Implementation Kit for each participant</li> <li>• Handouts: Day 1 Handouts, Day 1 PowerPoints, Day2 Handouts, Day 2 PowerPoints, Day 3 PowerPoints, Day 4 PowerPoints and Day 4 Handout (PCE)</li> <li>• Laminated cards (CBAs will receive at TOT and are responsible for bringing set to future TOFs):             <ul style="list-style-type: none"> <li>○ Sex in the City exercise</li> <li>○ Social and Behavioral Determinants cards</li> <li>○ Things on the Inside/Things on the Inside</li> <li>○ Sexual Practices</li> <li>○ Stages of change</li> </ul> </li> <li>• Participant folders (containing, at minimum, Intervention/Strategy Fact Sheet, Participant List)</li> <li>• Observer folders, as needed (containing, at minimum, Intervention/Strategy Fact Sheet, Participant List, Observer Guidelines/Groundrules)</li> <li>• Trainers' folder (containing Materials Checklist, certificates, table tents, name tags, attendance list, blank HPATs, memo on PCEs and HPATs, FedEx slip with Danya's address for returning materials &amp; envelope)</li> </ul> <p><b>See <i>Materials Checklist</i> for full listing of supplies and materials</b></p>
CBA Trainers' Responsibilities	<ul style="list-style-type: none"> <li>• Participate in conference calls with Danya and host site prior to training</li> <li>• Bring:             <ul style="list-style-type: none"> <li>• Training curriculum manual</li> <li>• Electronic copy of PowerPoint slides and video (<i>The Party</i>), as applicable</li> <li>• Trainer's copy of the Implementation Manual and Facilitators Guide</li> <li>• Laminated cards</li> </ul> </li> <li>• Prepare all newsprint for easels in advance of training, as required</li> <li>• Arrive day before training when travel is required (prepare training space night before when possible)</li> <li>• Test and check A/V equipment the night before or at least 1 hour before training when possible</li> <li>• Distribute manuals and training materials</li> <li>• Have participants fill in sign in/attendance sheet &amp; complete PCEs</li> <li>• Immediately after completion of training, return to Danya using the pre-addressed FedEx slip:             <ul style="list-style-type: none"> <li>• PCEs</li> <li>• HPATs completed by individuals who did not pre-register</li> <li>• Attendance list</li> <li>• Extra kit materials</li> </ul> </li> </ul>
PLEASE NOTE: All HIP trainings need to be accessible to individuals with disabilities, including training space, toilet facilities, and interior/exterior routes to the training location that accommodate persons in	

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wheelchairs.