Overview of Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>DLH</td>
<td>Coordinate training logistics. Post training to CDC’s Training Events Calendar (TEC) site and the HIP Training Calendar on the effective interventions site. Conduct registration process. Schedule/facilitate logistics call. Develop MOU. Prepare and ship materials to site, according to <em>Materials Checklist</em>. After the training, provide participant and evaluation data as requested by CDC.</td>
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<tr>
<td>Host Agency</td>
<td>Assign staff contact for logistics. Provide training room &amp; 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 DLH.</td>
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<tr>
<td>CBA Trainers</td>
<td>Participate in logistics call. Respond to email communications. Prepare and bring trainer materials to training, according to <em>Materials Checklist</em>. 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 DLH, immediately after completion of training.</td>
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</tbody>
</table>

Start/End Times
- Day 1: 8:30 a.m. – 5:00 p.m.
- Day 2: 8:30 a.m. – 5:00 p.m.
- Day 3: 8:30 a.m. –5:00 p.m.
- Day 4: 8:30 a.m. –5:00 p.m.

Number of Training Days
- 4 days

Training Coordination
**Responsible Party:** DLH

For CBA-taught 3MV trainings, DLH 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 3MV Lead. DLH
requires a minimum of 6-8 weeks in advance of a training date to effectively coordinate training logistics.

**Kit Details**

**Responsible Party:** DLH

- Facilitator’s Guide
- Implementation Manual
- Daily Handouts

**Where/When to Send Training Materials**

**Responsible Party:** DLH

DLH sends implementation kits, materials, supplies (as noted in Materials Checklist) to training site at least 2 days prior to training start date.

**Room Set-up Preferences**

**Responsible Party:** Host Agency

Main training room (for 4 days approximately 1,750 square feet)

- Main training room capable of seating 16 participants in U-shape, round tables, classroom/conference, or chevron
- There must be enough space for participants to spread out and work in groups
- Additional space for 2 easels, table for trainers, and registration table
- Theater-style seating in the back of the room for observers

Breakout room for Days 2, 3 and 4

- Must accommodate half of the participants
- Chairs to seat up to 8 participants and 1 trainer

**A/V Needs and Supplies**

**Responsible Party:** Host Agency

- Laptop (all days)
- LCD projector and screen or equivalent (all days)
- 2 easels with adhesive newsprint (all days)
- Markers

**Access to Training Room**

**Responsible Party:** Host Agency

Approximately 1 hour prior to training start time. Trainers should be able to access room to set up the day prior to the first day of training.
Number of Participants
- Maximum: 16
- Minimum: 12
- 3 observers

See guidelines for participating in a 3MV Training.

Kits, Materials, Supplies
**Responsible Party:** DLH
- Kit for each participant
- Participant folders
- Observer folders, as needed
- Trainers’ folder

See Materials Checklist for full listing of supplies and materials.

CBA Trainers’ Responsibilities
- Participate in conference calls with DLH and host site prior to training
- Bring:
  - Training of Facilitators Curriculum manual
  - Electronic copy of Daily PowerPoint slides, 3MV STD PowerPoint slides and Transmission Puzzle PowerPoint slides
  - Trainer’s copy of Facilitators Guide and Implementation Manual
  - Laminated cards
  - Other items as listed in Materials Checklist
- Prepare all newsprint for easels in advance of training, as required
- Arrive day before training when travel is required (prepare training space night before when possible)
- Test and check A/V equipment the night before or at least 1 hour before training when possible
- Distribute manuals and training materials
- Have participants fill in sign in/attendance sheet & complete PCEs
- Immediately after completion of training, return to DLH using the pre-addressed FedEx slip:
  - PCEs
  - HPATs completed by individuals who did not pre-register
  - Attendance list
  - Awarded Certificate List (completed by trainers)
  - Extra kit materials

Accessibility
All HIP Project 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 wheelchairs.