

CLEAR

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

Role	Responsibility
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	Choosing Life: Empowerment! Action! Results! (CLEAR)
Start/End times	8:30 a.m. – 4:30 p.m. or 9:00 a.m. – 5:00 p.m., depending on host site
# Training Days	4 days
Training Coordination	For CBA-taught CLEAR trainings, 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 materials, 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, Participant Workbook
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)	Main training room capable of: <ul style="list-style-type: none"> • Seating for 24 participants at tables in a U-shape • Table for trainers usually at the back of the room • Registration table (<i>preferably outside the training room</i>) • Observers' table in the rear of the room
A/V Needs and Supplies (host provides)	Laptop (4 days) LCD projector and screen (4 days) Table/Cart for laptop and LCD projector (4 days) TV w/ DVD player <u>or</u> laptop w/ DVD player and speakers (4 days) 3 adhesive newsprint pads and 3 easels plus 12 markers (4 days) Wall space to hang newsprint (4 days) Masking tape if newsprint not adhesive

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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.
Maximum # Participants	24 participants (with 2 trainers)
Kits, Materials, Supplies Danya provides for CBA-led trainings only	<p>Implementation Manual and Participant Workbook for each participant</p> <p>Participant folders (containing CLEAR Fact Sheet, HIP Fact Sheet, Participant List, PCE, CDC Required Documents)</p> <p>Observer folders, as needed (containing CLEAR Fact Sheet, HIP Fact Sheet, Participant List, CDC Required Documents, Observer Guidelines/Groundrules)</p> <p>Trainers' folder (containing Materials Checklist, certificates, table tents, name tags, attendance list (sign-in sheet), participant list, blank HPATs, memos to trainers (re. CDC required documents, HPAT, PCE), FedEx slip with Danya's address for returning materials & envelope)</p> <p>1 Post-it notepad per table</p> <p>See <i>Materials Checklist</i> for full listing of supplies and materials</p>
CBA Trainers' Responsibilities	<ul style="list-style-type: none"> • Participate in conference calls with Danya and host site prior to training • Bring: <ul style="list-style-type: none"> • TOC curriculum manual • DVD • 1 poster of the feeling thermometer • Electronic copy of PowerPoint slides • Trainer's copy of the Implementation Manual and Participant Workbook • Other items as listed in <i>Materials Checklist</i> • 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 Danya using the pre-addressed FedEx slip: <ul style="list-style-type: none"> • PCEs • HPATs completed by individuals who did not pre-register • Attendance list • Extra kit materials
PLEASE NOTE: 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.	