

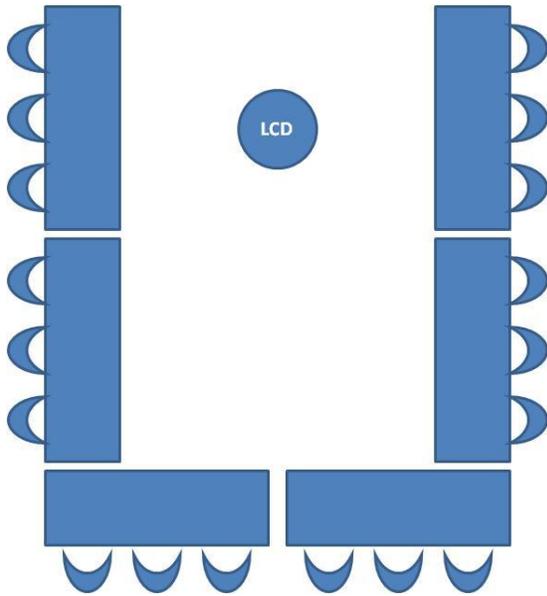
DIFFUSION OF EFFECTIVE BEHAVIORAL INTERVENTIONS (DEBI) PROJECT
Intervention-specific training needs for CBA Providers and/or Health
Department staff coordinating trainings with Danya

Intervention title	d-up!
Start/End times	8:30am – 5:30 pm & Evening of Day 2 or Day 3 for field observation activity. Trainers must have access to the room 7:30 a.m. to 6:30 p.m. each training day.
# Training Days	4 days; Tuesday-Friday, preferred (especially if space is not available on Sunday for set-up).
Training Coordination	Danya requires a minimum of 6-8 weeks notice in advance of a training date to effectively coordinate training logistics.
Kit Details	Danya reproduces hard copies of the Basic Training Materials and ships to each training: <ol style="list-style-type: none"> 1. Implementation Manual 2. Facilitator’s Guide 3. Participant Manual 4. Opinion Leader Handbook 5. d-up! bag 6. DVD <p>These items, plus additional, are also provided electronically in a jewel kit with CD ROM.</p>
Where/When to send Kits	Materials are sent from Danya offices to arrive at training site two days prior to training. Materials are also available for participants to download from www.effectiveinterventions.org .
A/V needs	LCD and screen (all 4 days) Laptop computer (all 4 days) 3 easels with newsprint (all 3 days)
Room set-up preferences	Main training room (all 4 days) -Room size should comfortably accommodate 30 people (3–4 trainers, 16–20 participants maximum, and up to 6 observers) -Approximately 2100 ft ² (45’ x 45’) or 70 ft ² per person -Participant tables should be set up to allow for easy movement between tables and so that all participants can view the screen and easels. -Table for LCD projector and laptop (centered toward front of participant tables) -Table for trainers (positioned off to the side—not in the center of participants) -Registration table (outside or near inside entrance of room) -Back table for observers 1 breakout room (Days 3 and 4 of the training) to accommodate 15 people Room size should comfortably accommodate 10 people (1–2 trainers, 5–8 participants maximum, and up to 2 observers) -Approximately 700 ft ² (26’ x 26’) or 70 ft ² per person

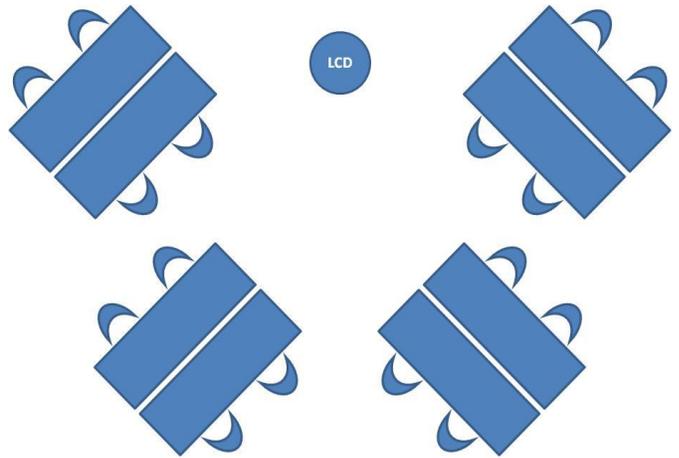
	<ul style="list-style-type: none"> -Tables in U-shape set-up -One table for materials on the side of the room -One table in back for observers
Access to training room	Approx. 1 hour on the afternoon prior to the training start date
Number of Participants	<p>16 participants 4 observers</p> <p>Seats are limited to those with funds in hand to implement <i>d-up!</i> who will be the direct facilitators of the intervention (i.e., Program Coordinator, <i>d-up!</i> program supervisor, <i>d-up!</i> program staff, <i>d-up!</i> training group facilitator).</p>
Supplies (Danya provides)	Certificates, table tent cards, name tags, sticky note paper, index cards, participant folders (blue), trainer folder
Copies/Materials (Danya provides)	Participant list, sign-in sheet ,CDC required documents, Basic Training Materials (see “kit details” above)
PLEASE NOTE: All DEBI 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.	

Room set-up Styles:

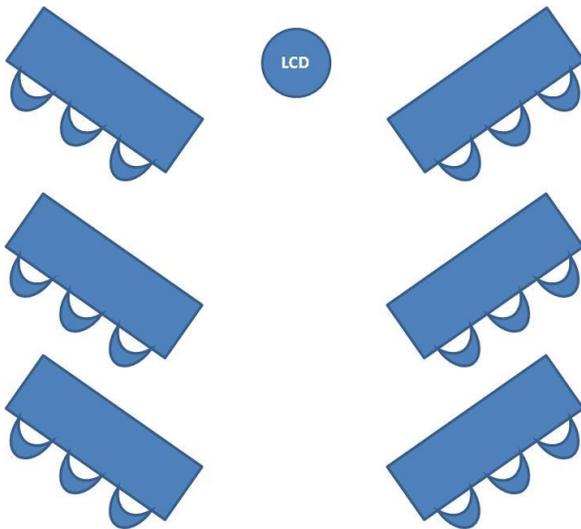
U-Shaped



Chevron Style



Classroom/Conference Style



Crescent- or Half-Rounds

