

Healthy Relationships

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	Healthy Relationships (HR)
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 HR 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, CD-ROM/DVD, Risk Continuum Banner
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)	<p>One large training room (for 4 days)</p> <ul style="list-style-type: none"> • Large training room (700 - 850 sq ft) capable of seating 20 participants at round tables • Wall space to hang/tape newsprint and risk continuum banner • Additional space for 2 easels, circle with ten chairs • Head table for trainers • Registration table • Theater-style seating in the back of the room for observers <p>One break out room (for 4 days) – only necessary if main training room is smaller than 700-850 sq ft</p> <ul style="list-style-type: none"> • Space to seat ½ the participants, plus 2 observers • Additional space for 2 easels, circle with ten chairs
A/V Needs and Supplies (host provides)	Laptop and LCD projector with screen (main room only unless needed to show videos in breakout room, 4 days)

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	<p>Table/Cart for laptop and LCD projector (4 days) 2 TV/ DVD players, with remote control and working batteries, <u>or</u> laptops w/ DVD player and speakers (4 days, 1 in each room) 4 easels with adhesive newsprint pads and markers (4 days) Wall space to hang newsprint (4 days)</p>
Access to training room	<p>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.</p>
Number of Participants	<p>Maximum: 20 participants (with a maximum of 2 staff/agency) Minimum: 15 4 observers (CDC approval required) CDC recommends that two staff who will serve as facilitators and conduct the intervention sessions attend the training (for more information, see General HR Training Information)</p>
<p>Kits, Materials, Supplies Danya provides for CBA-led trainings only</p>	<ul style="list-style-type: none"> • Kit, PowerPoint, and ~30 handouts for each participant • Participant folders (containing, at minimum, Intervention/Strategy Fact Sheet, HR DVD Request Form, Participant List, PCE) • Observer folders, as needed (containing, at minimum, Intervention/Strategy Fact Sheet, Participant List, Observer Guidelines/ Groundrules) • 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 & envelope) <p>See <i>Materials Checklist</i> for full listing of handouts, 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"> • Training curriculum manual • Videos, as required • Electronic copy of PowerPoint slides • Trainer's copy of the implementation and training materials • 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 • Completed HR DVD Request Forms • Extra kit materials
<p>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 wheelchairs.</p>	