

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	Personalized Cognitive Counseling (PCC)
Start/End times	8:30 a.m. – 5:00 p.m.
# Training Days	2 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 PCC Lead. Danya needs a minimum of 6-8 weeks in advance of the training date to effectively coordinate a training.
Kit Details	Implementation Manual (includes TOC 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)	<p>Main training room (all training days) capable of:</p> <ul style="list-style-type: none"> • Seating for up to 16 participants at tables in a U-shape • Head table for trainers • Observers' table in the rear of the room • Registration table (<i>for signing in</i>) <p>Break out room for role-plays and small group discussions (last day)*:</p> <ul style="list-style-type: none"> • Chairs to seat ½ of the participants and 1 trainer, 1 table for materials, 1 table for observers <p><i>*Break out room is not necessary if the main training room is large enough to comfortably divide the participants into groups of 8 without the noise level being disruptive</i></p>
A/V Needs and Supplies (host provides)	<p>Laptop (all days)</p> <p>LCD projector (all days)</p> <p>Screen (all days)</p> <p>Table/Cart for laptop and LCD projector (all days)</p> <p>Speakers (all days)</p> <p>TV w/ DVD player OR laptop w/ DVD player (all days)</p>

PCC

	<p>2 easels with adhesive newsprint pads (all days)</p> <p>Markers (all days)</p> <p>Masking tape</p> <p>Wall space to hang newsprint</p>
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	<p>Maximum: 16 participants for 2 trainers</p> <p>Minimum: 12</p> <p>4 observers (CDC approval required)</p>
Prerequisites	PCC training participants should have at least <u>one year</u> experience as an HIV test counselor. This course is designed for those who will be counseling clients with PCC. There is an online module for supervisors and managers, found here .
Kits, Materials, Supplies Danya provides for CBA-led trainings only	<ul style="list-style-type: none"> • PCC Implementation Kit and training handouts • Participant folders (containing, at minimum, Intervention Fact Sheet, Participant List, 8 PCC Observation Forms, Memo with instructions for accessing PCC Questionnaire, PCE) • Observer folders, as needed (containing, at minimum, Intervention Fact Sheet, Memo on PCC Questionnaire, Participant List, Observer Guidelines) • Trainers' folder (containing Materials Checklist, PCC Observation Forms, 1/2 packet of Post-its, certificates, table tents, name tags, attendance list, blank HPATs, memo on PCEs and HPATs, FedEx slip with Danya's address for returning materials & envelope)
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(s) • 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"> • Attendance list • PCEs • HPATs completed by individuals who did not pre-register • Extra kit materials
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.	