

POL

**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	Popular Opinion Leader (POL)
Start/End times	8:30 a.m. – 5:00 p.m.
# Training Days	3 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 Intervention/ Strategy Lead. Danya needs a minimum of 6-8 weeks in advance of the training date to effectively coordinate a training.
Kit Details	<ul style="list-style-type: none"> • Participant Workbook • Technical Guide to POL • POL HIV/AIDS Prevention Package Manual, Revised 2006 (“Kelly Manual”) • CD/DVD (DVD is the POL orientation “video”)
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 (all 3 days) minimum 1400 sq ft. Rectangular tables in U-shape configuration Table for trainers (positioned off to the side—not in the center of the U) Registration table Back table for observers Breakout room (last day of the training) that can accommodate at least 12 people in round table or meeting room setting
A/V Needs and Supplies (host provides)	Laptop (3 days) LCD projector with screen (3 days) Table/Cart for laptop and LCD projector (3 days)

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	<p>3 easels with adhesive newsprint pads plus markers (3 days) Wall space to hang newsprint (3 days)</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 4 observers (CDC approval required) Seats are limited to those with funds in hand to implement POL who will be the direct facilitators of the intervention (i.e., Program Coordinator, POL program supervisor, POL program staff, POL training group facilitator)</p>
Kits, Materials, Supplies Danya provides for CBA-led trainings only	<ul style="list-style-type: none"> • Implementation Kit and training handouts/workbook for each participant • Participant folders (containing, at minimum, POL Fact Sheet, pre-/post-tests, 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) • Colored post-its, index cards <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"> • 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 • Extra kit materials • Return to CDC POL Lead: <ul style="list-style-type: none"> • Completed pre-/post-tests
<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>	