**Overview of Responsibilities**

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>DLH</td>
<td>Coordinate training logistics. Post training to CDC’s Training Events Calendar (TEC) site and the HIP Training Calendar on the effective interventions site. Conduct registration process. Schedule/facilitate logistics call. Develop MOU. Prepare and ship materials to site, according to <em>Materials Checklist</em>. After the training, provide participant and evaluation data as requested by CDC.</td>
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<tr>
<td>Host Agency</td>
<td>Assign staff contact for logistics. Provide training room &amp; 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 DLH.</td>
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<tr>
<td>CBA Trainers</td>
<td>Participate in logistics call. Respond to email communications. Prepare and bring trainer materials to training, according to <em>Materials Checklist</em>. 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 DLH, immediately after completion of training.</td>
</tr>
</tbody>
</table>

**Start/End Times**
- Day 1-3: 8:30 a.m. – 5:00 p.m.

**Number of Training Days**
- 3 days

**Training Coordination**

**Responsible Party:** DLH

For CBA-taught POL trainings, DLH 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 POL Lead. DLH requires a minimum of 6-8 weeks in advance of a training date to effectively coordinate training logistics.
Kit Details
Responsible Party: DLH

- Implementation Manual
- Participant Workbook
- Facilitator Guide

Where/When to Send Training Materials
Responsible Party: DLH

DLH sends implementation kits, materials, supplies (as noted in Materials Checklist) to training site at least 2 days prior to training start date.

Room Set-up Preferences
Responsible Party: Host Agency

One large training room (for 3 days)

- Seating for 16 participants at tables in a U-shape
- Table for trainers usually at the front of the room
- Registration table
- Observers’ table in the back of the room

One break-out room (last day of training)

- Space to seat 12 people in a round table setting

A/V Needs and Supplies
Responsible Party: Host Agency

- Laptop (all days)
- LCD projector and screen or equivalent (all days)
- Speakers (all days)
- 3 easels with adhesive newsprint (all days)
- Markers and masking/painter’s tape (all days)

Access to Training Room
Responsible Party: Host Agency

Approximately 1 hour prior to training start time. Trainers should be able to access room to set up the day prior to the first day of training (preferably). Trainers will also need least 30 minutes after the training for participants’ questions and clean up.

Number of Participants

- Maximum: 16 participants
• Minimum: 12
• 4 observers

**Kits, Materials, Supplies**

**Responsible Party:** DLH

- Kit for each participant
- Participant Handouts (containing, at minimum, Intervention/Strategy Fact Sheet, PowerPoint slides, PCE)
- Observer Handouts, as needed (containing, at minimum, Intervention/Strategy Fact Sheet, PowerPoint slides, Observer Guidelines/Ground rules)
- Trainers’ folder (containing materials checklist, certificates, table tents, name tags, attendance list, Awarded Certificate List for trainers to complete, blank HPATs, memo on PCEs and HPATs, FedEx slip with DLH’s address for returning materials & envelope)

*See Materials Checklist for full listing of supplies and materials.*

**CBA Trainers’ Responsibilities**

- Participate in conference calls with DLH and host site prior to training
- **Bring:**
  - TOF curriculum manual
  - Electronic copy of PowerPoint slides and video, as applicable
  - Trainer’s copy of the Participant Manual and handouts
  - Other items as listed in Materials Checklist
- 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 DLH using the pre-addressed FedEx slip:
  - PCEs
  - HPATs completed by individuals who did not pre-register
  - Attendance list
  - Awarded Certificate List (completed by trainers)
  - Extra kit materials

**Prerequisites**

Prior to attending in-person training, all trainees required to complete online e-Learning course and bring certificate of completion to training.

DLH Corp
Last updated March 10, 2017
Accessibility
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.