

HIGH IMPACT PREVENTION (HIP) PROJECT

Intervention-specific training needs for PTCs coordinating trainings with Danya

Intervention Title	Project START
Start/End Times	9:00 AM – 5:00 PM (Access to the room 7:30 AM – 6 PM)
# Training Days	4 days
Kit Details (sent by Danya)	Implementation Manual (1 per agency), Technical Assistance Guide (1 per agency), Starter Kit (1 per agency), CD- ROM of materials (1 per agency) and Participant Manual (1 per participant which includes training handouts, PowerPoint slides, training agenda, PCE, and case example)
Training Coordination	The STD/HIV Prevention Training Centers (PTCs) coordinate Project START trainings (i.e., scheduling, registration etc.). Danya ships the intervention materials to each training site upon receipt of the “Kit & Website Posting Request Form for non-Danya Registered Trainings.” Please place the request with Danya by sending an email to the Training Coordinator, Stephanie Upton (supton@danya.com) at least 4 weeks in advance of the training date.
Where/When to Send Kits	Danya will send kits to the training site at least 2 days prior to the training start state.
Room Set-up Preferences (Trainers may need to modify arrangement)	1 Main training room (all days) that comfortably fits 28 + trainers 1 Breakout room – to accommodate ½ of participants (all days) – <i>may not be necessary if main training room is large enough</i> Tables for 5-6 participants each Head table for trainers Registration table (<i>preferably outside the training room</i>) Observers’ table in the rear of the room
A/V Needs (main room only, 4 days) (Host provides)	1 easel with 2-3 pads of newsprint Laptop/LCD projector Cart for laptop/LCD projector Screen Wall space to hang newsprint Duct tape to cover electrical cords
Access to Training Room	Approximately 1 hour prior to training start time (preferably the night before the training when possible), and at least 30 minutes after the training for participants’ questions and clean up.
Maximum Number of Participants	24 participants Agency staff attending this skills-based training will learn how to conduct the intervention, practice intervention delivery skills, and identify agency-specific implementation strategies. Therefore, an agency may <u>apply to send up to two staff members submit up to two individual applications for staff who may will be directly involved in implementing Project START to a training.-</u>

	<p>Priority will be given to training applicants who have the agency capacity to implement Project START and to staff members who meet the requirements listed below. However, if space allows, an additional staff member from a qualified agency will be considered on a case-by-case basis.</p> <p>All program staff who will have primary responsibility for conducting the Project START individual sessions, i.e., counselors/case managers, must attend a Project START training of facilitators (TOF). In addition, program supervisors who oversee the intervention and supervise counselors/case manager are also encouraged to attend the training.</p> <p>Program managers, agency administrators, and others who are interested in learning more about the intervention are encouraged to read the Project START Starter Kit.</p>
Maximum Number of Observers	4
Trainers' Responsibilities	<p>Post training on CDC Training Events Calendar (TEC)</p> <p>For trainings that are not HD-requested, secure training space and AV equipment</p> <p>Handle training logistics and registration</p> <p>Bring TOF curriculum manual, electronic copy of PowerPoint slides, and training supplies (i.e., activity cards, markers, timers, alarm clock, training aids, post-it notes, color dot stickers)</p> <p>Prepare all easel charts</p>
Return to Danya After the Training (using the FedEx slip provided in the shipment)	<p>Any extra intervention materials</p> <p>Attendance list*</p> <p>*Within one week of the training, the trainers send the attendance list to Danya. The attendance list must include the name, organization, organization's address, work telephone and work email address of all participants who completed the course.</p>
PLEASE NOTE: 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.	