

HIGH IMPACT PREVENTION (HIP) PROJECT
Intervention-specific training needs for PTCs coordinating trainings with Danya

Intervention Title	Sister to Sister
Start/End Times	8:30 AM – 5:00 PM (8:00 AM registration)
# Training Days	1
Kit Details (sent by Danya)	Sister to Sister Implementation Manual, Sister to Sister Provider Curriculum, Sister to Sister Participant Guide, 2 video clips on a DVD, 3 posters - #1: The Sister to Sister Logo Poster, #2: The S.W.A.T. Poster, #3: The Role-play Guidelines Poster, Training Handouts, PowerPoint slides and a CD-ROM of the slides for the trainers
Training Coordination	The STD/HIV Prevention Training Centers (PTCs) coordinate Sister to Sister trainings (i.e., scheduling, registration, etc.). Danya ships the intervention kits 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 at least 4 week 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 date.
Room set-up preferences	Main training room: Medium sized training room capable of seating 10 participants in a U-shape formation. Head table for trainers to accommodate, laptop computer and DVD player Trainers’ table to accommodate training materials Registration table Theater-style seating in the back of the room for observers Space in front of the room to accommodate two easels Break out room: Room to accommodate 2-3 dyad role plays, with DVD player, plus 1 trainer and 2 observers
A/V Needs (host provides)	2 easels with newsprint Laptop with DVD and speakers capability Portable DVD player (if laptop has no capability) LCD projector 5 portable DVD players and/or laptop computer combination for dyads (can be a combination of these two) – if the host cannot provide, then the trainers will be responsible
Access to training room	Access the day before is preferable for trainers to setup. If access cannot be granted the previous day, trainers will need approximately 1hour before the training starts to setup the room. The main training room should be reserved until 7 PM for participants’ questions and cleanup.
Lunch	Lunch is from 12:30-1:00 PM and is to be used as a working lunch. As such, it is recommended that the host site coordinates to have lunch brought in prior to 12:30 PM. Participants should bring cash to help ease

	the payment process.
Number of Participants	Sister to Sister trainings can accommodate a maximum of 10 participants. An ideal training size would be 8-10. CDC recommends that two health care provider staff who will serve as facilitators and conduct the intervention sessions attend the training. Staff, who will have a direct role in implementing Sister to Sister, such as the direct supervisors of the facilitators, may also attend the training.
Number of Observers	4
Trainers' Responsibilities	Post training on CDC Training Events Calendar (TEC) For trainings that are not HD-requested, secure training space and AV equipment Handle training logistics and registration Bring S2S TOF training curriculum and trainer materials: <ul style="list-style-type: none"> • 5 portable DVD players (if host cannot provide) • 5 teach-back boxes
Return to Danya After the Training (using the FedEx slip provided in the shipment)	Any extra intervention materials Attendance list* *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.
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.	