

**CDC- SUPPORTED HIGH IMPACT PREVENTION (HIP) TRAININGS**  
**Training Event Coordination**  
**Specifications and Roles & Responsibilities**

<b>Role</b>	<b>Responsibility</b>
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	<b>Social Network Strategy (SNS) for HIV testing recruitment</b>
Start/End times	9:00 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 Intervention/ Strategy Lead. Danya needs a minimum of 6-8 weeks in advance of the training date to effectively coordinate a training.
Kit Details	Participant Manual, Additional Handouts
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><b>One large training room (for 2 days)</b></p> <ul style="list-style-type: none"> <li>• Large training room capable of seating 24 participants in U-shape; ~800 square feet</li> <li>• There must be enough space for participants to make 5-6 breakout groups</li> <li>• Additional space for 2 easels, head table for trainers, and registration table</li> <li>• Theater-style seating in the back of the room for observers</li> </ul>
A/V Needs and Supplies (host provides)	<p>Laptop (2 days)</p> <p>LCD projector with screen (2 days)</p> <p>Table/Cart for laptop and LCD projector (2 days)</p> <p>2 easels with adhesive newsprint pads and markers (2 days)</p> <p>Wall space to hang newsprint (2 days)</p>
Access to training room	Approximately 1 hour prior to training start time ( <i>preferably the</i>

SNS

	<i>afternoon before the training when possible), and at least 30 minutes after the training for participants' questions and clean up.</i>
Number of Participants	Maximum: 24 participants (Avg:18-20) Minimum: 12 4 observers
Kits, Materials, Supplies Danya provides for CBA-led trainings only	<ul style="list-style-type: none"> <li>• Implementation Kit and training handouts/workbook for each participant</li> <li>• Participant folders (containing, at minimum, Intervention/Strategy Fact Sheet, Participant List, PCE)</li> <li>• Observer folders, as needed (containing, at minimum, Intervention/Strategy Fact Sheet, Participant List, Observer Guidelines/ Groundrules)</li> <li>• 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 &amp; envelope)</li> </ul> <p><b>See <i>Materials Checklist</i> for full listing of supplies and materials</b></p>
CBA Trainers' Responsibilities	<ul style="list-style-type: none"> <li>• Participate in conference calls with Danya and host site prior to training</li> <li>• Bring:             <ul style="list-style-type: none"> <li>• Training curriculum manual</li> <li>• Videos, as required</li> <li>• Electronic copy of PowerPoint slides</li> <li>• Trainer's copy of the implementation and training materials</li> <li>• Other items as listed in <i>Materials Checklist</i></li> </ul> </li> <li>• Prepare all newsprint for easels in advance of training, as required</li> <li>• Arrive day before training when travel is required (prepare training space night before when possible)</li> <li>• Test and check A/V equipment the night before or at least 1 hour before training when possible</li> <li>• Distribute manuals and training materials</li> <li>• Have participants fill in sign in/attendance sheet &amp; complete PCEs</li> <li>• Immediately after completion of training, return to Danya using the pre-addressed FedEx slip:             <ul style="list-style-type: none"> <li>• PCEs</li> <li>• HPATs completed by individuals who did not pre-register</li> <li>• Attendance list</li> <li>• Extra kit materials</li> </ul> </li> </ul>
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.	