

HIGH IMPACT PREVENTION (HIP) PROJECT

Intervention-specific training needs for CBA Providers and/or Health Department staff coordinating trainings with Danya

Intervention Title	<p>VOICES/VOCES for MSM</p> <p>Per CDC guidelines, Danya continues support for VOICES/VOCES trainings for MSM. For CDC HIP trainings that are no longer supported, please visit the intervention's homepage on effectiveinterventions.org to download the implementation materials and other resources. The VOICE/VOCES Implementation Manual and Administrator's Preview Guide can be downloaded here.</p> <p>The entire kit is available for purchase on the Education Development Center's (EDC) website</p>
Start/End Times	8:30 AM – 5:00 PM
# Training Days	2
Kit Details	<p>Condoms Features poster, bag (containing a variety of condoms and lubricants, a wooden condom demonstrator, 5 DVD clips and a CD-ROM of the Bilingual Planning, Implementation Manual and Administrator's Preview Guide)</p> <p>For kit-only trainings, Danya will ship the Condoms Feature posters and bags. The trainers are responsible for printing out the Additional Handouts (a PDF version can be obtained from the Training Coordinator)</p>
Where/When to Send Kits	Danya will send kits at least 2 days prior to the training start date
Room Set-up Preferences (Trainers may need to modify arrangement)	<p>Main training room (both days): Must comfortably fit 25 individual Round tables for 5-6 participants each Head table for trainers and registration table</p> <p>Breakout room (both days)*: Chairs to seat ½ of the participants in a U-shape *Break out room is not necessary if the main training room is large enough to comfortably divide the participants in half for teach-backs</p>
Space and A/V Needs (Host provides)	<p>Main training room: TV with a DVD player (both days)* Easel with newsprint (both days) Laptop connected to a LCD projector with a screen to present PowerPoint slides (both days)</p> <p>Breakout room: Easel with newsprint (both days) *Laptop with a DVD player connected to a LCD projector and screen may be used to play video clips if a TV and DVD player are not available. The laptop must have speakers in order to hear the videos</p>
Access to the Training Room	Access the day before is preferable for trainer to setup. If access cannot be granted the previous day, trainers will need approximately 1 hour before the training starts to setup the room

Maximum Number of Participants	18 participants with a maximum 3 staff per agency
Maximum Number of Observers	4 (must be preapproved by the CDC Diffusion Team Lead)
Supplies <i>(for fully coordinated Danya trainings)</i>	Trainers' folder: certificates, name tags, table tents, printout copy of the PowerPoint slide, PowerPoint slides on a CD, return FedEx slip, and attendance list Participant folders: V/V Fact Sheet, HIP Fact Sheet, participant list, agenda, printout of the PowerPoints slides, extra copy of the V/V Facilitation Protocol handout and the PCE Kits
Trainers' Responsibilities	Participate in a logistics calls with Danya and host site prior to training Bring training manual, Handout 2-1: <i>Small Group Client Role Play Cards</i> and Handout 5-1: <i>For Role-play Facilitators, Participants and Observers</i> (these handouts are not included in the Additional Handouts booklet), and DVDs to the training Have participants fill out attendance sheet & PCEs Test and check A/V equipment the night before or at least 1 hour before training when possible
Return to Danya After the Training (using the FedEx slip provided in the shipment)	Any extra intervention materials PCEs Attendance list* *Within one week of the training, the trainers must send the PCEs and attendance list to Danya. For kit-only trainings, 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 CDC sponsored 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.	