

WILLOW

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

Role	Responsibility
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	Women Involved in Life Learning from Other Women (WILLOW)
Start/End times	8:30 a.m. – 5:30 p.m.
# Training Days	5 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 8-10 weeks in advance of the training date to effectively coordinate a training.
Kit Details	WILLOW tote bag containing Implementation Manual, CD of WILLOW Handouts and Evaluation Tools, and WILLOW logo poster in tube
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>1. Main training room (all training days)</p> <ul style="list-style-type: none"> -Large enough to comfortably fit 30 people total -U-Shape seating to comfortably accommodate 20 participants -Back table for 3 trainers -Back tables for 4 observers (2 separate ones) -Front, back, side or foyer/hall table for registration -Front, back, side or foyer/hall table for refreshments -Training space large enough to accommodate 20 exercise/yoga mats on the floor and standing exercise movements of 20 women (day 4 only) -1 newsprint/easel, markers <p>2. Breakout room #1 (all training days)</p> <ul style="list-style-type: none"> -Comfortable chairs where participants can rest or reflect -Should be located near the main training room <p>3. Breakout room #2 (Day 5 only)</p>

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	<ul style="list-style-type: none"> -10 chairs in a circle -1 newsprint/easel, marker -Back table to accommodate 1 trainer and 2 observers
A/V Needs and Supplies (host provides)	<p>Laptop (all training days) LCD projector (all training days) Screen for projector (all training days) CD player (Day 4 only if laptop does not have music playing capacity) 2 Adhesive newsprint pads/2 Easels/2 Sets of markers/2 Rolls of tape (all training days)</p>
Access to training room	<p>Set up: Preferably, trainers will have access to the training room the afternoon before the start of training Day 1. Main Training Room: 7:00AM -7:00PM each day. Break Out Room #1: 8:30AM - 6:00PM each day. Break Out Room #2: 8:30AM - 5:00PM (Day 5 only)</p>
Food/Beverages (host provides)	<p>Simple snacks in the morning (fruit, breads, donuts or pastries, etc.) and the afternoon (vegetables, cookies, popcorn, chips, pretzels, etc.), along with a small selection of beverages (water, tea, coffee, or juice) provided by the host agency. At a minimum, there should be access to a water fountain at the training site and a place where participants may purchase snacks and drinks (such as vending machines or a nearby convenience store). If available, we also would have need of a kitchen space or break room that allows participants access to a refrigerator and microwave oven.</p> <p><i>Please note: If you are not able to provide refreshments for the training, this will not disqualify you from being a host site. However, please inform CDC as soon as possible so that other arrangements can be made, if necessary.</i></p>
Number of Participants	<p>Maximum: 16 participants (may be increased to 18-20) Observers: 4 (CDC approval required)</p> <p>Each agency must send two trainees – one of whom <i>must be</i> a woman living with HIV/AIDS. Please note: CDC recommends that the staff who will serve as facilitators and will have a direct role in implementing the intervention attend the training as participants. Staff who will monitor or supervise the facilitators of WILLOW may attend the training as observers.</p>
Kits, Materials, Supplies Danya provides for CBA-led trainings only	<ul style="list-style-type: none"> • Implementation Kit for each participant • WILLOW TOF Workbook (1 per participant) • Facilitator's Course Assessment (pre/post) (1 pre- and 1 post-test for each participant) • Participant folders (containing, at minimum, Intervention/Strategy Fact Sheet, Participant List, PCE) • Observer folders, as needed (containing, at minimum, Intervention/ Strategy Fact Sheet, Participant List, Observer Guidelines/ Groundrules) • 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 & envelope) • Assortment of male and female condoms, dental dams, lube • 3 condom models • Post-it notes, 2 adhesive newsprint pads, hand sanitizing wipes, glue sticks, masking tape, markers, pens and pencils, envelopes, paper towels <p>See Materials Checklist for full listing of supplies and materials</p>
CBA Trainers' Responsibilities	<ul style="list-style-type: none"> • Participate in conference calls with Danya and host site prior to training • Bring: <ul style="list-style-type: none"> • Training curriculum manual

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	<ul style="list-style-type: none">• Electronic copy of PowerPoint slides• Trainer's copy of the Implementation Manual and TOF Workbook• Tablecloths for all participant tables• Inspirational posters for the training room wall• Yoga mats (1 per participant)• Male condom models (1 per 2 participants)• Other items as listed in <i>Materials Checklist</i>• 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 Danya using the pre-addressed FedEx slip:<ul style="list-style-type: none">• PCEs• HPATs completed by individuals who did not pre-register• Attendance list• Extra kit materials• Return to CDC WILLOW Lead:<ul style="list-style-type: none">• Completed pre-/post-test assessments
<p>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.</p>	