

## DIFFUSION OF EFFECTIVE BEHAVIORAL INTERVENTIONS (DEBI) PROJECT

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

Intervention title	<b>VOICES/VOCES</b>
Start/End times	8:30 am – 5:00 pm
# Training Days	2
Training Coordination	AED requires a <b>minimum of 6-8 weeks notice in advance</b> of a training date to effectively coordinate training logistics. Under pre-approved circumstances where AED is <i>only</i> responsible for shipping materials, at least 4 weeks notice in advance of the training date is required. <b>AED arranges a conference call with trainers and hosts.</b>
Kit Details	AED purchases kits from EDC (includes binder, poster, videos in canvas bag) – shipped from AED offices or storage facility
Where/When to send Kits	AED to send to training site 2 days prior to the training date
A/V needs ( <i>Host provides</i> )	2 TV/VCR (both days, in both rooms) 2 easels with newsprint/room (both days) Laptop/LCD projector (main room only, both days) Screen (main room only, both days)
Room set-up preferences ( <i>Host provides; Trainers may need to modify arrangement</i> )	1 Main training room (both days) 1 Break out room – to accommodate ½ of participants (both days) Round tables for 5-6 participants each Head table for trainers and Registration table
Access to training room	Approximately 1 hour prior to training start time ( <i>Preferably the night before the training when possible</i> ).
Maximum # Participants	<b>18</b> (See participant requirements on <a href="http://www.effectiveinterventions.org">www.effectiveinterventions.org</a> )
Supplies ( <i>AED provides</i> )	Certificates & Name tags (full page – 2 column) Folders (dark blue)
Copies ( <i>AED provides</i> )	Handouts PowerPoint (colored paper) VOICES logic model Agenda (colored paper) Participant list (colored paper) Participant Satisfaction Questionnaires (PSQs) with training date and location at top FedEx envelopes/pre-addressed slips to send PSQs/kits back to AED CDC required documents Cover letters (1 <sup>st</sup> content of box; 2 <sup>nd</sup> explains CDC docs)
Trainer Responsibilities	Participate in all conference calls with AED and host site prior to training Bring Training manual; Role-play cards; Videos/DVDs Have participants fill in sign in/attendance sheet & PSQs Return attendance sheet & PSQs to AED

	<p>Distribute kits; Return extra/surplus kits to AED</p> <p>Ship/bring training supplies (ie. markers, timers, alarm clock, office supplies, training aids such as toys,etc.) to training location.</p> <p>Arrive day before training when travel is required (prepare training space night before when possible)</p> <p>Test and check A/V equipment the night before or at least 1 hour before training when possible.</p>
<p>PLEASE NOTE: All DEBI 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.</p>	