

DIFFUSION OF EFFECTIVE BEHAVIORAL INTERVENTIONS (DEBI) PROJECT

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

Intervention Title	VOICES/VOCES
Start/End Times	8:30 AM – 5:00 PM
# Training Days	2
Training Coordination	Danya requires a minimum of 6-8 weeks notice in advance of a training date to effectively coordinate training logistics. Under preapproved circumstances where Danya is <i>only</i> responsible for shipping materials (i.e., kit-only trainings), please fill out the “Health Department DEBI Training Kit Request form” at least 4 weeks in advance of the training date and send to the Training Coordinator, Stephanie Upton, at supton@danya.com .
Kit Details (sent by Danya)	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) and Additional Handouts booklet 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).
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 (Trainers may need to modify arrangement)	Main training room (both days): Must comfortably fit 25 individual Round tables for 5-6 participants each Head table for trainers and registration table 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.
Space and A/V Needs (Host provides)	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) 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.
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>Danya provides</i>)	Certificates, name tags and table tents Participant folders (contain the V/V Fact Sheet, DEBI Fact Sheet, participant list, agenda, PowerPoints, extra copy of the V/V Facilitation protocol, PCE)
Trainers' Responsibilities	Participate in a logistics calls with Danya and host site prior to training Bring Training manual, Small Group Client Role Play Cards (handout 2.1 which is 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 send the PCEs and 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 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.	