

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	WILLOW
Start/End times	8:30 am – 5:00 pm
# Training Days	5
Training Coordination	AED requires a minimum of 6-8 weeks notice in advance 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.
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 Kits	Materials are sent from AED offices or storage facility to arrive at training site 2-3 days prior to training.
A/V needs	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) 4 Newsprint tablets/2 Easels/Markers/Tape (All training days)
Room set-up preferences	Main training room (all training days) U-Shape seating to comfortably accommodate 20 participants Breakout room 1 with 12 chairs in a circle with 2 Newsprint/easel, markers (Day 5 only) Breakout room 2 with comfortable chairs where participants can rest or reflect (all training days) Side table for 2-3 trainers Back tables for 4 observers (2 separate ones) Front, back or foyer/hall table for registration and refreshments (all training days) Training space large enough to accommodate 10 exercise/yoga mats on the floor and standing exercise movements of 10 women (Day 4)
Access to training room	Set up: Approximately 1 hour prior to training start time; preferably the evening before day 1. Main Training Room: 7:00am-7:00pm each day. 1 Break Out Room: 8:00am- 6:00pm each day. 1 Break Out Room: 8:00am-6:00pm Day 5 only.
Number of Participants	WILLOW trainings can accommodate a maximum of 20 participants. An ideal number of participants for WILLOW would be 14-16. Each agency must send two trainees – one of whom <i>must be</i> a woman living with HIV/AIDS. A maximum of 4 observers will be allowed with prior approval of the CDC Technical Monitor. CDC recommends that two staff who will serve as facilitators and conduct the intervention sessions attend the training. Staff, who will have a direct role in implementing WILLOW, such as the direct supervisors of the WILLOW facilitators, may attend the training.

Supplies (AED provides)	Certificates of attendance, name badges, table tent cards, participant folders (green), post its and color index cards
Copies/Materials (AED provides)	<p>Additional training materials include:</p> <ul style="list-style-type: none"> - WILLOW TOF Workbook (1 per participant) - Facilitator's Course Assessment (pre/post) (1 pre- and 1 post-test for each participant) - Teach back Assignment Forms (2 per TOF) - Teach back Assessment Forms (250 per training, split into two packets of 125) - Training Satisfaction Questionnaire - Sign-in Sheets - Participant List
<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>	

Course Length and Class Size

The WILLOW Training of Facilitators (TOF) course is a five-day training beginning at 8:30 a.m. and ending at 5:00 p.m. each day. The training is limited to a minimum of 10 and a maximum of 20 facilitator trainees who are representatives of various community-based organizations. Two facilitator trainees should attend, and at least one of the trainees ***must be*** a woman living with HIV/AIDS. A minimum of two trainers are required to conduct the five-day training, however, three trainers are recommended. At least one of the WILLOW trainers ***must be*** a woman living with HIV/AIDS. Three training rooms are needed: one main training room for all five days, one break-out room for Day 5 only, and one break-out room for all five days. The main training room should be sound-proofed from adjacent areas and large enough to accommodate 30 persons seated at tables for ease in writing and for interaction in small work groups. A horseshoe or U-shaped table arrangement is ideal as it encourages collaboration. The center area is used by the trainers for role-plays and fish bowl activities.

Training Requirements

INSERT HERE THE SAME MAIN TRAINING ROOM DIAGRAM AS IN SISTA

Main Training Room

The main training room should be available throughout the entire five-day period. Trainers will also need access to the room on the day before the training begins to set up equipment and room decorations. Ideally, the main training room should be available continuously so that trainers will not have the added burden of taking down and setting up the room each day of the training. The host organization should ensure their representative is available to assist the trainers with logistics or problems.

The room should have adequate width and depth at the front to allow for a trainer materials table at the side, a centered table for a laptop computer, LCD projector, and an easy view of the screen for all trainees. Extra chairs and floor space will accommodate the regrouping of trainees in small numbers for activities, and allow trainers to move around among them. Separate tables and chairs should be set up in the rear of the room for observers (e.g., CDC and health department staff). Also, depending on the size of the room, a registration and refreshments table should be set up in the front or back of the room or in a hall or foyer. There should be plenty of flat wall space to hang newsprints with masking tape.

At the front of the room:

- Two easel stands with newsprint paper pads
- Multiple colored markers
- Masking tape (for taping up newsprint sheets, etc.)
- Multiple colored dry erase markers (Participants will need them to prepare for teach backs)
- LCD projector that projects from a laptop computer
- Power supply (multiple plug extension cord), if required for the selected training room
- Extra power cord

At each seat location:

Name cards (“tents” made of folded card stock or similar)

Pens or pencils

Self-stick note pads (needed for the “At The Kitchen Table” newsprint)

Note pad

Break-Out Room 1 (Day 5)

An additional break-out room is required for Day 5 of the training to accommodate 8-10 trainees as they conduct their assigned teach backs. The break-out room should be arranged with seating in a circle and supplied with easels, newsprint, and markers.

Break-Out Room 2 (all training days)

A separate break-out room is required for WILLOW to accommodate both trainers and participants who are living with HIV/AIDS who may need a separate place to rest, retire or care for themselves (e.g., take medications) during the course of the training. Also, since some parts of the WILLOW training may create strong emotions in the participants, this room can be used as a place where they can reflect and regain composure as needed. The room should be comfortable and inviting, and if possible, arranged in a communal or social style versus a classroom style. Placement of a box of tissues in the room would be appropriate.

Other Training Specifications for WILLOW

- Organizations seeking to send staff for WILLOW training must be informed that WILLOW is not designed to be facilitated by one person. Two skilled facilitators must attend the training together and one of them ***MUST BE*** a woman living with HIV/AIDS who will co-facilitate the sessions. This criterion will be used as a screening tool for training registrants. As such, the training will only be able to accommodate a maximum of 10 organizations per training. No individual registrations will be accepted for WILLOW.
- Since the training will include women living with HIV/AIDS as BOTH trainers and participants, it will be important that the training facilities are kept clean and refreshed throughout the training, so that participants’ immune systems will not be impacted. Sponsors will need to arrange for daily vacuuming of the rooms especially and any clean-up that may be necessary following each session.
- While lunch for participants will be on their own, the sponsors should consider providing water and light snacks for the participants throughout each day of the training. Affected WILLOW participants will come to the training at various stages of the HIV/AIDS disease process. While some may be asymptomatic, others may be taking various medications and/or may experience various health challenges that will require them to stay hydrated and well nourished during the training. While most grant-funded programs do not allow for the provision of "refreshments" to participants, sponsoring organizations may offer water, snacks and/or meals to HIV-positive women participating in a program

like WILLOW under a category titled "Nutritional Supplements." This is akin to programs that feed pregnant women. Minimally, water and some light nutritious snacks should be made available for the participants in the morning and afternoon of each training day.

Training Facility

Main Training Room

Suggested Training Room Set-Up

