

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	SISTA
Start/End times	8:00 am – 5:00 pm
# Training Days	4
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	SISTA tote bag containing Implementation Manual, “It’s Like This” DVD, and 7 Session Folders; Assertiveness Model 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) 4 Newsprint tablets/2 Easels/Markers/Tape (All training days) LCD projector (All training days) Screen for projector (all training days) TV/DVD (Day 2- only if LCD and laptop DVD are not used)
Room set-up preferences	Main training room (all training days) 1 Breakout room with 12 chairs in a circle with 2 Newsprint/easel, markers (Day 4 only) U-Shape seating to comfortably accommodate 20 participants Side table for 2-3 trainers Back table for 4 observers
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. Break Out Room: 8:00am- 6:00pm day 4.
Number of Participants	SISTA trainings can accommodate a maximum of 20 participants. 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 SISTA, such as the direct supervisors of the SISTA 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)	Additional training materials include: - SISTA TOF Workbook (1 per participant) - Facilitator's knowledge test (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

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.

Course Length and Class Size

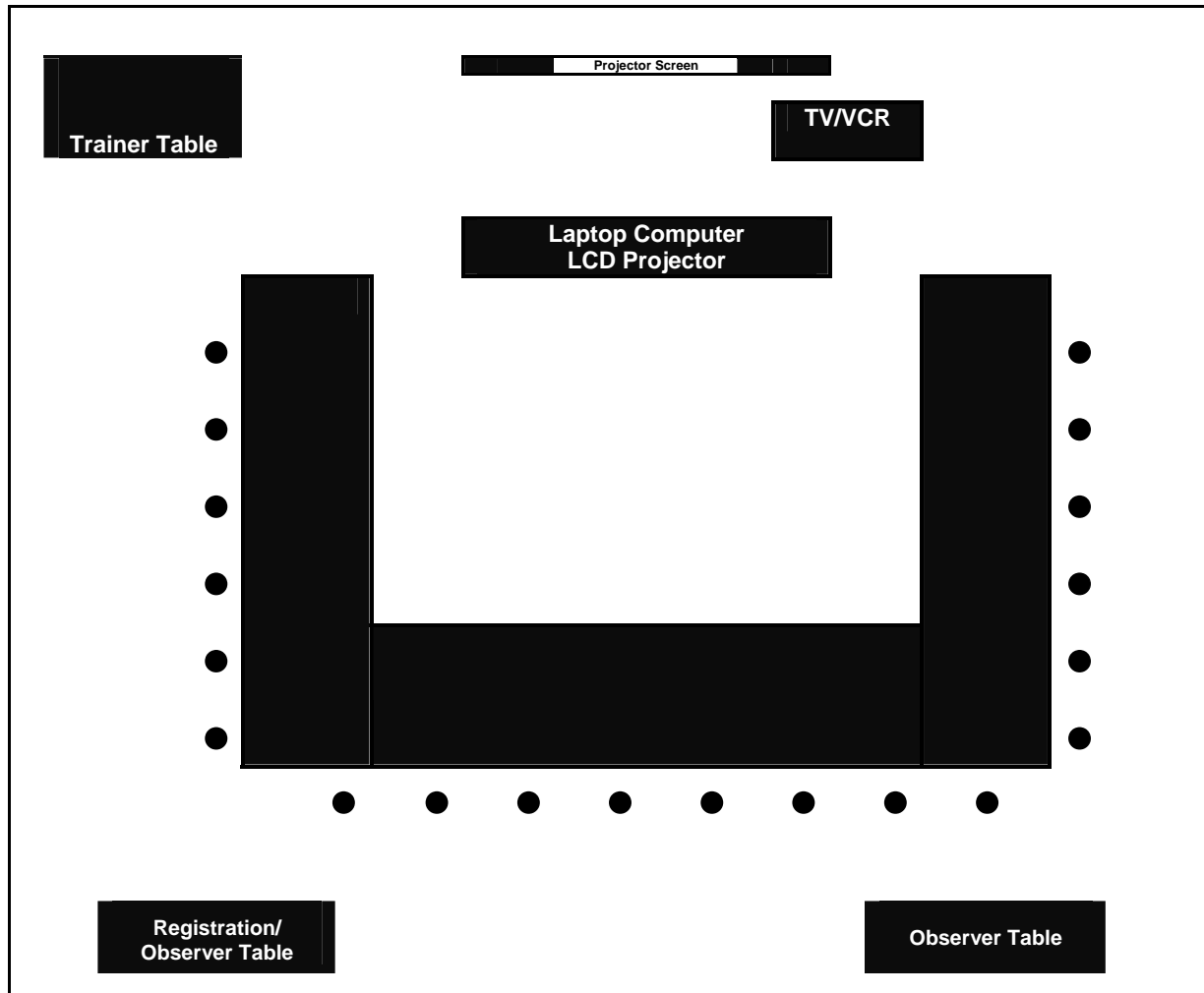
The Training of Facilitators (TOF) course is a four-day training beginning at 8:30 a.m. and ending at 5:00 p.m. each day. The training is limited to a minimum of 10 and a maximum of 20 facilitator trainees who are representatives of various community-based organizations. Two trainers are required to conduct the four-day training, but three trainers are recommended. Two training rooms are needed: one main training room for all four days and one break-out room for Day 4 only.

Training Requirements

Training Facility

Main Training Room

Suggested Training Room Set-Up



The main training room should be sound-proofed from adjacent areas and large enough to accommodate 20 to 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 useable for role-plays and fish bowl activities. A horseshoe seating arrangement also allows trainees to see the front of the room easily and to rearrange themselves periodically.

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. A table and chairs should be set up in the rear of the room for observers (e.g., CDC, health department). There should be plenty of flat wall space to hang newsprints with masking tape.

The main training room should be available throughout the entire four-day period. Trainers will also need access to the room on the day before the training begins to set up equipment and cultural enhancements. Ideally, the main training room will 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.

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)
- TV with videotape player (Video: "It's Like This . . .")
- LCD projector that projects from a laptop computer
- Power supply (multiple plug extension cord), if required for the selected training room
- Extra power cord (just in case)

Near each seat location:

- Name cards ("tents" made of folded card stock or similar)
- Pens or pencils
- Self-stick note pads (needed for the "Family Tree" newsprint)
- Note pad

Break-Out Room (Day 4)

An additional break-out room is required for Day 4 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.