

Section 2 Training Logistics

- **OVERVIEW**

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 - j. Training Agenda/Schedule
 - k. Manuals and Workbooks
 - l. PowerPoint Presentations

- **NOTES FOR INTERVENTIONIST**

- **Identify** appropriate locations for the training space.
- **Understand and select** the necessary materials for FSI-R training.
- **Ensure** essential accommodations, including meals, refreshments, and childcare, are arranged.
- **Apply** time management skills to maintain the appropriate training length and cover all necessary topics.

Section 2.1 Section Training Facilities and Accommodations

- Location Requirements
 - The training space should provide:
 - Regularly serviced restroom facilities.
 - Adequate space for social distancing (if recommended by the CDC at the time of training).
 - Sufficient room for breakout group sessions and role-playing activities.
- Internet Access
 - Confirm whether the reserved space provides Wi-Fi access.
 - Test the Wi-Fi before the training begins to prevent disruptions.
- Projectors & Screens
 - If FSI-R trainees do not bring electronic devices, a projector and screen will be essential for PowerPoint and video presentations.
- Meals & Refreshments
 - Plan ahead to ensure timely meal arrangements.

- Gather dietary restrictions before placing food orders.
- Provide healthy meals and refreshment options.
- Childcare Support
 - Arrange for a trained local childcare provider.
 - Designate a room near the training space for childcare.
 - Ensure the childcare area includes:
 - A variety of toys and entertainment.
 - Hygiene supplies based on the number of children.

Section 2.2 Additional Training Logistics

- Daily Schedule & Time Allocation
 - Establish a structured schedule for each day to ensure all key topics are covered.
- Balancing Discussion & Content Delivery
 - Seed Team trainers should encourage FSI-R trainees' participation and discussion while managing time effectively.
 - Ensure that all essential content is covered while allowing sufficient time for interactive activities, such as role plays.
- Managing Q&A Sessions
 - At the start of the FSI-R training, inform FSI-R trainees that there will be dedicated time for questions at the end of each day.
- Extra Time on the Last Day
 - Allocate additional time on the final day to address any outstanding topics or questions raised by the FSI-R trainees.

Section 2.3 Materials for Training

- Training Schedule
 - Refer to [Appendix 2.2.2] for a sample agenda and daily schedule.
- Manuals & Workbooks
 - The FSI-R manuals and workbooks will be printed in advance by RPCA staff.
 - Each participant will receive:
 - One manual
 - At least five workbooks to start
- PowerPoint Presentations
 - Providing printed copies or emailing digital versions of slideshow presentations can help participants take notes and follow along on their devices.