



SECTION 2

TRAINING LOGISTICS

Overview: Section 2

- Check-in
- Learning Objectives
 - Training Facilities and Accommodations
 - Additional Training Logistics
 - Materials for Training

SECTION 2

After this training, you will be able to:

- **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 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.



05 Section Training Facilities and Accommodations

- **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.



06 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.

07 Additional Training Logistics

- **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.

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.

