

ATTACHMENT C

Guidelines for Hosting Systems Change for Health™ Trainings

Revised: 11/2/15

Welcome to an exciting opportunity to learn more about Policy, Systems and Environmental Solutions to health problems! We are pleased that you have selected the Directors of Health Promotion and Education (DHPE) sponsored training courses.

The coordination of Systems Change for Health™ (SCH) trainings is a shared responsibility between DHPE, the SCH™ trainers and the host requesting and coordinating the training locally. The training host plays an important role in meeting the needs of the course participants.

Once a SCH™ training is requested and/or a contract is initiated between both the training host and DHPE, the SCH™ Training Manager contacts the training host regarding training dates, responsibilities, setting up planning calls, and specific needs as outlined below:

DHPE Pre- and Post- Training Coordination Responsibilities (Note: Included in Training Fee)

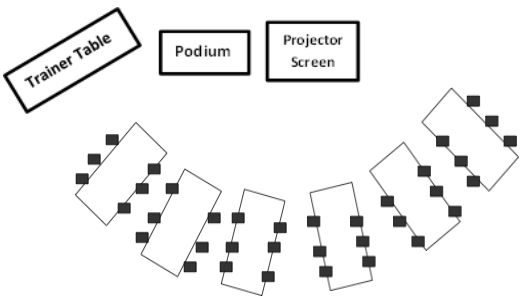
- Working with the host of the training to develop a contract or purchase order agreement for the SCH™ trainings.
- Providing an online account and registration system for participants.
- Providing a sample training flyer/invitation with training and registration information included.
- Confirming and assigning SCH™ Trainers from DHPE's national cadre of trainers.
- Arranging and supporting SCH™ Trainers' travel and accommodations.
- Coordinating pre-training planning teleconference with the training host and SCH™ trainers.
- Providing a registration list and sign-in sheet to the training host and SCH™ trainers.
- Providing and shipping SCH™ participant workbooks to the training host.
- Providing trainers with materials for training activities.
- Coordinating a post-training teleconference with the training host.
- Providing continuing education contact hours (CECHs) to Certified Health Educators (CHES/MCHES) and report SCH CECHs quarterly to the National Commission for Health Education Credentialing, Inc. (NCHEC).
- Providing all training participants with online access to a certificate of completion and course handouts/worksheets (skills-based courses only) through their online account.
- Providing a training evaluation report within 35 days after the training.
- Invoicing the host of the training for SCH™ training provided.

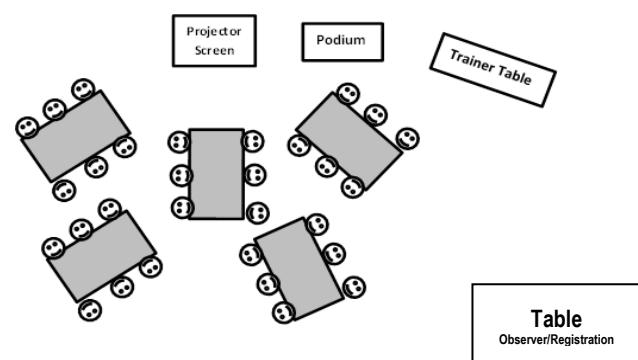
Training Host Pre- and Post- Training Coordination Responsibilities

- Submitting request for a training, including proposed dates at least 6 weeks in advance.
- Providing availability and participating in pre-training planning teleconferences.
- Completing a pre-training call checklist and e-mailing the completed checklist to call participants prior to the call.

- Marketing training(s) to their target audiences and inviting appropriate participants (*see course descriptions and intended audiences on SCH™ website*).
- Assuring that participants pre-register for the training at least 1 week prior to training date using the DHPE online registration system.
- Communicating in a timely manner pertinent details with training registrants (training dates, start/end times etc.).
- Assuring special needs accommodations, as requested by participants.
- Securing an appropriate training venue (*see Room Set-up and A/V Requirements section below*).
- Securing appropriate training supplies (*see section below*).
- Executing training venue contract or agreements within 30 days of the training, if needed.
- Coordinating travel and lodging for invited training participants, if needed.
- Executing lodging contracts or agreements, if needed.
- Designating a staff person to coordinate onsite registration and sign-in on the day of the training.
- Helping trainers collect all training forms: Pre- and Post-Tests, Feedback Forms, Trainer Evaluations, Sign-In Sheets, and Walk-In Registration Forms.
- Making duplicate copies of any training forms (i.e. Sign-in Sheets) that are needed prior to trainers' departure.
- Participating in a post-training teleconference.
- Returning and shipping unused SCH™ participant workbooks back to DHPE.

Course Title	Systems Change for Health™ (Applies to all courses)
Timeframe	<ul style="list-style-type: none"> • Introductory Course: One-Day (typically 6 hours of content) • Skills-based Courses: Two-Days (typically 12 hours of content)
Start/End Times	8:30 AM – 5:00 PM (Includes onsite registration, lunch and two breaks)
Average Number of Participants	<ul style="list-style-type: none"> • Introductory course: 35-40 preferred (50 maximum) • Skills-based courses: 30 (30 maximum)
Training Coordination	DHPE needs a minimum of 6-8 weeks notice in advance of the requested training date to effectively coordinate training and logistics with the training host. This timeframe may be longer due to training host organization's contracting policies and procedures.
Training Materials (DHPE Responsibility)	Participant workbooks are shipped directly from DHPE's printing vendor and delivered to the training host at least 2-3 days prior to the training. SCH™ trainers bring their own training materials. Participant workbooks are only to be distributed to workshop attendees. Unused participant workbooks should be shipped to: DHPE Attn: Amy Bocian 1030 15th St., NW, #275

	<p>Washington, DC 20005</p>
<p>Room Set-up Preferences (Host Responsibility)</p>	<p>Room Size:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Room should comfortably accommodate the maximum number of participants anticipated (up to 50 for Introductory course), the SCH™ trainers (2) and any observers/non-participants (2-3). See diagrams below; Classroom and theater styles are <u>not</u> permitted for these trainings. <input type="checkbox"/> Room should allow for the SCH™ trainers to move comfortably between the tables and for the training participants to move around the room when participating in group activities. <input type="checkbox"/> Room should have plenty of wall space to hang newsprint. Please ensure that the walls of the training site may be used for that purpose. <p>Tables and Seating: For the herringbone style, rectangular tables are preferred. However, round tables can be used as long as they each accommodate <u>6</u> participants comfortably. Tables of 6 participants are required for SCH™ curriculum due to the nature of the activities.</p> <p>Minimum number of tables per participant count: 5 tables for 30 participants (<i>maximum for skills-based/two-day courses</i>) 6 tables for 36 participants (<i>applies to Introductory course only</i>) 7 tables for 42 participants (<i>applies to Introductory course only</i>) 8 tables for 50 participants (<i>applies to Introductory course only</i>) Note: If skinny tables are used, two tables must be put together to make one table similar to those below.</p> <p>Table Arrangement: <u>Herringbone Style</u> - Tables turned at an angle toward the head table with 2-3 chairs on each side of the rectangular table, for a maximum of 6 chairs per table. This setup allows everyone in the audience to face the speaker. If rounds/banquet tables are used then “Half Moon/Crescent Rounds” setup is required. This setup calls for seating around half of the table so all are facing toward the front with no one’s back to the presenter. Below are diagrams showing two possible room setups for 36 and 30 participants.</p> 

<p>Room Set-up Preferences (cont.) (Host Responsibility)</p>	<div style="text-align: right; border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto 10px auto;"> Table <small>Observer/Registration</small> </div>  <p>Please Note: Rectangular tables are preferred, but round tables are acceptable. Suggested Table Size: 6'-8' rectangle tables (seats up to 8 people) or 4'-5' round tables (seats up to 8 people). Classroom style, U-shape, Theatre style, Conference/Boardroom style etc. types of layout/setup will <u>not</u> work for this curriculum.</p> <p>Podium: Must be large enough to hold a full-size laptop for the SCH™ trainers' use. The podium should be positioned to the side of the projector screen.</p> <p>Instructor Table: One rectangular shaped table is needed at the head of the room for the SCH™ trainers' use and should be positioned on the far side of podium. This is where the second instructor will sit, and where additional training materials will be kept.</p> <p>Observer Table: One rectangular shaped table, for any observers (non-participants), should be positioned in the back of the room.</p> <p>Registration/Sign-in Table: This table should be located outside of the entrance to the training room. If this is not feasible, the registration/sign-in table should be directly inside the training room near the door.</p>
<p>A/V needs (Host Responsibility)</p>	<ul style="list-style-type: none"> ▪ Laptop ▪ LCD Projector ▪ 8 ft. Screen for LCD projector ▪ 2 Easels and 2 pads with adhesive newsprint ▪ Podium ▪ Long extension cords taped to floor to prevent injuries ▪ Remote control PowerPoint slide advancer ▪ Microphone (2 lavalier microphones preferred) with functioning sound

<p>A/V needs (cont.) (Host Responsibility)</p>	<p>system/speakers</p> <p>Please Note:</p> <p>LCD projector - If a LCD projector is not wired into the ceiling, but will be free-standing on a small table or AV cart in the center of the room, the cables and extension cords must be long enough to reach the podium or table where the instructors' laptop will be positioned. All cords must be taped to the floor to prevent injuries.</p> <p>Microphones - If the room is large or the workshop has more than 30 people, microphones will be needed. Lavalier, lapel or wireless microphones enable the trainers to move about the room to facilitate activities. If you have any questions about whether microphones are needed, please contact your assigned SCH™ trainers.</p>
<p>Location of Training Venue (Host Responsibility)</p>	<p>Recommendations for site locations:</p> <ul style="list-style-type: none"> • DHPE strongly encourage hosts of DHPE-sponsored or supported trainings to hold those trainings in smoke-free cities. Where that is not possible, DHPE encourages the selection of smoke-free meeting facilities. • Training site locations should be easily accessible by car or mass transit. • Training site locations should have ample (preferably free) parking. • Eateries/restaurants should be close to the training site. If they are not nearby, it is strongly encouraged that host provides lunch and snacks for participants.
<p>Supplies (Host Responsibility)</p>	<p>Table tent name cards for all attendees that includes their DHPE ID #, magic markers, masking tape, pens and a pair of scissors etc.</p>

Questions or concerns about any of the above guidelines contact:

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