

Guidelines for Hosting Shaping Policy for Health™ Trainings

Revised: 3/22/12

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

The coordination of Shaping Policy for Health™ (SPH) trainings is a shared responsibility between DHPE, the SPH™ trainers and the host requesting and purchasing the training. The training host plays an important role in meeting the needs of the course participants.

Once the training dates are requested and/or a contract is initiated between both the training host and DHPE, the SPH™ 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

- Working with the sponsors of the training to develop a contract or purchase order agreement for the SPH™ trainings.
- Assigning SPH™ Trainers from national cadre.
- Arranging and supporting SPH™ trainer travel and accommodations.
- Coordinating pre-training planning conference calls with the training host and SPH™ trainers.
- Providing an online registration system for participants.
- Providing a sample training invitation with training and registration information included.
- Providing a registration list and sign-in sheet to the training host and SPH™ trainers.
- Providing and shipping SPH™ participant workbooks to the training host.
- Providing trainers with materials for training activities.
- Coordinating a post-training conference call with the training host, if requested.
- Providing a training evaluation report within 45 days after the training.
- Invoicing the sponsor of the training for SPH™ training provided.

Training Host Pre- and Post- Training Coordination Responsibilities

- Completing a SPH™ Training Request Form.
- Participating in pre-training planning conference calls.
- Marketing training to their target audiences and inviting appropriate participants (*see course descriptions and intended audiences on SPH™ website*).
- Assuring participants pre-register for the training at least 2 weeks prior to training date using the DHPE online registration system.
- Securing an appropriate training venue (*see Room Set-up and A/V Requirements section below*).
- Executing training venue contract or agreements, if needed.

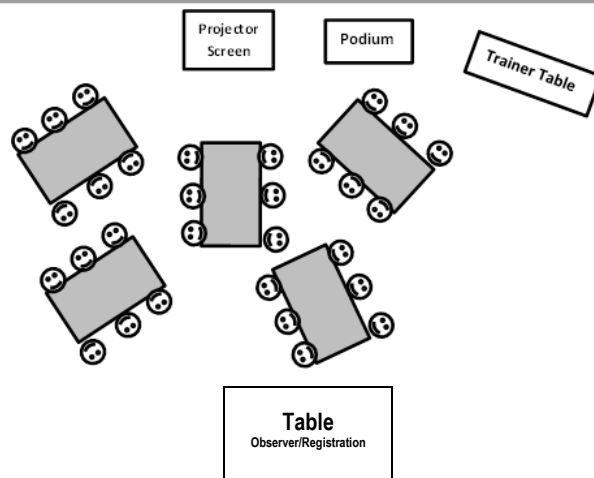
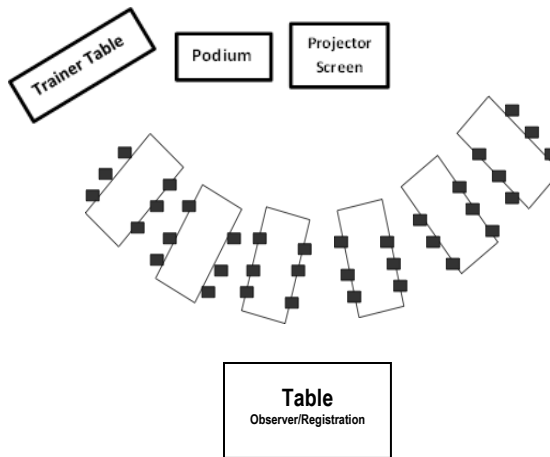
- Coordinating travel and lodging for training participants, if needed.
- Executing lodging contracts or agreements, if needed.
- Securing appropriate training supplies (*see section below*).
- Communicating with participants (training dates, start/end times etc.).
- Assuring special needs accommodations, as requested by participants.
- Confirming participant training attendance by submitting a sign-in sheet to DHPE.
- Participating in a post-training conference call, if requested.
- Returning and shipping unused SPH™ participant workbooks back to DHPE.

Course Title	Shaping Policy for Health™ (Applies to all courses)
Timeframe	Introductory Course: One-Day (6 hours) Skills-based Courses: Two-Days (12 hours)
Start/End times	9:00 AM – 5:00 PM (Includes lunch and two breaks)
Average Number of Participants	Introductory course: 35 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 maybe longer due to training host organizations contracting policies and procedures.
Training Materials (DHPE Responsibility)	Participant workbooks are shipped directly from DHPE's printer and delivered to the training host 2-3 days prior to the training. SPH™ trainers bring their own training materials. Unused participant workbooks should be shipped to: DHPE Attn: Amy Bocian 1015 18 th St., NW, Suite 300 Washington, DC 20036
Room Set-up Preferences (Host Responsibility)	Room Size: The room should comfortably accommodate the maximum number of participants anticipated (up to 50 for Introductory course), the SPH™ trainers (2) and any observers/non-participants (2-3). The room should allow for the SPH™ trainers to move comfortably between the tables and for the training participants to move around the room when participating in group activities. Room should also have plenty of wall space to hang newsprint. Please ensure that the walls of the training site may be used for that purpose. For the herringbone style rectangular tables are preferred. However, round tables can be used as long as they each accommodate 6 participants comfortably. Tables of 6 participants are required for SPH curriculum due to the nature of the activities.

Room Set-up Preferences (cont.)
 (Host Responsibility)

Minimum number of tables per participant count:
 5 tables for 30 participants (*maximum for skills-based/two-day courses*)
 6 tables for 36 participants (*applies to Introductory course only*)
 7 tables for 42 participants (*applies to Introductory course only*)
 8 tables for 50 participants (*applies to Introductory course only*)

Table Arrangement: Herringbone Style - 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. It is used for presentations to allow everyone in the audience to face the speaker. If rounds/banquet tables are used then “Half Moon Rounds” setup should be used. Seating around half of the table so all are facing towards the front with no one’s back to the presenter. Below are diagrams shows two possible room setups for 36 and 30 participants.



<p>Room Set-up Preferences (cont.) (Host Responsibility)</p>	<p>Please Note: Rectangular tables are preferred, but round tables are acceptable. 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 SPH™ 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 SPH™ 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 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 ▪ Microphone (2 lavalier microphones preferred) with functioning sound system/speakers ▪ Long extension cords taped to floor to prevent injuries ▪ Remote control PowerPoint slide advancer <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 SPH™ trainers.</p>

<p>Location of Training Venue (Host Responsibility)</p>	<p>Recommendations for site locations:</p> <ul style="list-style-type: none"> • 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 participants, trainers and observers; magic markers, masking tape, pens and a pair of scissors etc.</p>

Questions or concerns about any of the above guidelines contact:

LaQueisa Haynes, MS
 Training Manager – Shaping Policy for Health™
 Directors of Health Promotion and Education (DHPE)
 Phone: 202-552-4401
lhaynes@dhpe.org
 dhpe.org