

# Tips for Using the Model Training Materials Included in this Compendium\*

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## Introduction

This compendium includes several model training materials that provide PowerPoint slides, most with activities for small- or large-group discussion or problem solving. They include five model sessions developed by EGMC and two developed by Planning Council Support (PCS) staff at Ryan White HIV/AIDS Program (RWHAP) Part A Planning Councils (PCs):

1. Member Orientation
2. PC/B Planning 101
3. Understanding and Using Data
4. The PC/B-Recipient Relationship: What the PC/B, PCS staff, and Recipient All Need to Know
5. Consumer Participation: HRSA/HAB Expectations and Best Practices
6. Mini-Training Units from two RWHAP Part A Planning Councils:
  - The Planning Council Member: Responsibilities (Boston)
  - Houston HIV Care Continuum: Creating a Seamless System, Improving Personal and Public Health Outcomes (Houston)

## Tips

These model training sessions are designed to make it quicker and easier for you as PCS staff to prepare and provide orientation and training sessions for your own Planning Council/Body (PC/B). Following are suggestions for using these materials, which can be downloaded in formats that allow for editing.

1. **Begin by reviewing the PowerPoint and becoming familiar with the format.** The PowerPoints developed by EGMC have all been formatted in a similar way. All activities – including small- and full-group discussions and other activities – are in boxes with blue line borders and small pictures of two stick figures or a larger group talking. The longer sessions have slides with section topics.
2. **Carefully consider the purpose and objectives of your training.** If they are not the same as those listed in the model training PowerPoint, you will probably need to modify the session to meet your own purpose and objectives.
3. **Add local material.** This may mean examples on current slides or additional slides. For example, the Orientation PowerPoint suggests a number of local slides to add. In the

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Understanding and Using Data PowerPoint, there is a place to insert your jurisdiction's estimate of unmet need. Also consider revising scenarios or discussion questions (included throughout each model session) to so they reflect local situations.

4. **Change terminology to fit your PC/B and your jurisdiction.** Use your own PC/B's name, be sure the model refers correctly to your program as an Eligible Metropolitan Area (EMA) or Transitional Grant Area (TGA), and use the names of your committees. Describe tasks and roles in the terms your PC/B uses. If you call say "guidance for best meeting priorities" instead of "directives," change the term on the PowerPoint.
5. **Shorten or expand content to fit the training time available.** For example, the Orientation PowerPoint is deliberately very detailed, designed for use over 1½ to 2 days. If you have less time, eliminate some topics and cover them in some other way – perhaps in short sessions at the beginning of PC/B meetings.
6. **Beware of shortening training by eliminating the discussion slides and activities.** Content retention is *much, much lower* if you transform interactive training into presentations without time to discuss, reflect, ask questions, use new information, or practice skills. One of the important reasons members give for not attending training is that it is boring and passive. PC/Bs often find greater support for training and improved attendance when they ensure the process is active and engaging.
7. **Split the training into multiple sessions if shorter sessions work best for your PC/B.** If you do split the training, be sure to include a summary of past sessions at the beginning of each additional session, to refocus participants. Also consider assigning an activity or a question to consider between sessions.
8. **Be prepared to use small groups and other interactive methods effectively.** Refer to the Twelve Training Tips in this compendium. Use small groups at least once in a 2-3 hour session and 3-4 times in a full-day session. If training time is short, set up the room in tables, so people are already sitting in small groups. Remember that small groups are the easiest way to get everyone to participate. Many people unlikely to speak in a group of 30 are comfortable speaking in a group of 6. In addition, if you have 4 small groups running simultaneously instead of a single large group, 4 people are talking at a time instead of 1. For a quick activity, have participants discuss the questions or situations in pairs.