HIV Prevention Ambassador Trainers’ Workshop | SAMPLE Facilitation Plan

**Training Overview**

The *HIV Prevention Ambassador Trainers’ Workshop: How to Engage Adolescent Girls and Young Women as Advocates in their Communities* is a comprehensive, interactive, and virtual training of trainers (TOT) developed by the Collaboration for HIV Prevention Options to Control the Epidemic (CHOICE). This workshop typically spans five days and covers the components outlined in OPTIONS’ [HIV Prevention Ambassador Training Package](https://www.prepwatch.org/wp-content/uploads/2019/07/HIVpreventionAmbassadorTraining_Feb2020.pdf). The main goal of the trainers’ workshop is to prepare HIV Prevention Ambassador trainers to present information effectively, respond to participant questions and concerns, and lead activities that build HIV Prevention Ambassadors’ skills and knowledge in providing their peers with accurate information about PrEP.

**Learning Objectives**

By the end of this workshop, HIV Prevention Ambassador trainers will be able to:

* Teach HIV Prevention Ambassadors how to provide their peers with detailed, accurate information about oral PrEP as part of combination HIV prevention approaches and address peers’ questions and concerns using the [HIV Prevention Ambassador Training](https://www.prepwatch.org/wp-content/uploads/2019/07/HIVpreventionAmbassadorTraining_Feb2020.pdf) curriculum.
* Provide HIV Prevention Ambassadors with information and job aids to support their peers to make informed decisions, access oral PrEP, use it correctly, continue using PrEP while they are vulnerable to HIV, and tell others about their oral PrEP use.
* Support HIV Prevention Ambassadors to raise awareness and build community support for oral PrEP.
* Demonstrate competence in delivering commonly used training methods – such as brainstorming, case studies, role-playing, processing/process checks, and practice sessions or teach backs – and using appropriate levels of intervention when managing difficult training situations, including disruptive learner behaviors.
* Initiate a personal plan of action to strengthen training and facilitation skills.

**Training Roles**

To conduct a successful training, several key roles should be assigned to members of the production team:

1. **Project Manager.** The project manager is responsible for leading all aspects of the training, from pre-planning and customization of training material, to managing training roles and communication with participants.
2. **Producer.** The producer is responsible for logistics, including setting up Zoom links, sending registration information to participants, assigning and moderating breakout rooms, and managing technology during live sessions.
3. **Facilitator.** A facilitator is a designated presenter of one or more sessions of the training. In a typical five-day training, you may have between three and eight facilitators.
4. **Mentor.** A mentor is assigned a mentorship team or small group of participants. Mentors guide participants through mentorship team activities and are available to answer questions and provide additional support to individuals. Mentors often play an additional role as facilitators, but not all facilitators will be mentors. The ratio of mentors to participants should be no greater than 1:12.

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| Name | Organization | Contact | Workshop Role(s) |
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**Training Materials**

1. **HIV Prevention Ambassador Training Package and Toolkit**. In order to be fully prepared for the workshop, training participants should be required to read or refamiliarize themselves with the training package and toolkit prior to the start of Day 1. Many of the workshop sessions require base knowledge of the material presented in these resources.
   * [HIV Prevention Ambassador Training Package](https://www.prepwatch.org/wp-content/uploads/2020/11/HIV_PreventionAmbassadorTraining_AGYW_Nov2020.pdf)
   * [HIV Prevention Ambassador Toolkit](https://www.prepwatch.org/wp-content/uploads/2020/11/HIV_PreventionAmbassadorToolkit_AGYW_Nov2020.pdf)
2. **Sample Facilitation Plan**. This document serves as a guide for producing a five-day training. It includes detailed background information and suggested agendas for each day of live training sessions.
3. **Day 1 – Day 5 Slide Deck**. This slide deck includes presentation material for a five-day training. It is entirely customizable to fit the needs of your specific training.
4. **Mentors’ Activity Guide**. This slide deck includes specific instructions for mentors to follow during mentorship team activities.
5. **Challenging Situations Activity**. This slide deck is a supplemental resource to be used during the mentorship team activity on Day 3.

**DAY 1:**

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| Day 1 Pre-Work | |
| Reading | [*HIV Prevention Ambassador Training Package*](https://www.prepwatch.org/wp-content/uploads/2019/07/HIVpreventionAmbassadorTraining_Feb2020.pdf)   * Please read through and familiarize yourself with the entire training package prior to the start of the training. This is required. |
| Consent Form | Virtual Signature   * We request consent via [virtual signature](https://fhi360.typeform.com/to/vkPyNPtl) from everyone who attends the training. This acknowledges that you understand that the training will be recorded in its entirety, and we may use recordings and lessons learned in future iterations. |

**For Day 1, the training team will need:**

* Sample Facilitation Plan
* Day 1 – Day 5 Slide Deck
* Mentors’ Activity Guide

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| Time | Session/Module | Facilitator(s) |
| 15 MIN | Join Zoom  Welcome & Introductory Remarks  Review Day 1 Agenda  Icebreakers |  |
| 5 MIN | Training Introduction |  |
| 30 MIN | Facilitator Preparation   * Identifying HIV Prevention Ambassadors * Training Preparation |  |
| 10 MIN | BREAK |  |
| 20 MIN | Ambassador Skills   * Peer Support Skills * Boundary Setting & Self-Care |  |
| 35 MIN | Activity: Case Study   * Breakout Rooms (20 minutes) * Group Debrief (15 minutes) |  |
| 5 MIN | Homework |  |
| 30 MIN | Activity: Day 1 Mentorship Teams   * Introductions | ALL MENTORS |

**DAY 2:**

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| Day 2 Pre-Work | |
| Reflection | Q&A Box   * Please reflect on the first day of the training. What questions do you have thus far? Submit at least one question to the anonymous Q&A box. |

**For Day 2, the training team will need:**

* Sample Facilitation Plan
* Day 1 – Day 5 Slide Deck
* Mentors’ Activity Guide

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| Time | Session/Module | Facilitator(s) |
| 10 MIN | Join Zoom  Review Day 2 Agenda  Icebreakers |  |
| 20 MIN | Activity: Mentor Panel   * A moderated panel of three mentors will respond to pre-submitted questions. |  |
| 30 MIN | Foundational Knowledge   * Human Rights * HIV & AIDS – The Basics * Biological Vulnerability to HIV |  |
| 20 MIN | Foundational Knowledge   * Gender Inequality & Violence |  |
| 10 MIN | BREAK |  |
| 20 MIN | Foundational Knowledge   * Responding to Disclosures of Violence |  |
| 10 MIN | Homework |  |
| 30 MIN | Activity: Day 2 Mentorship Teams   * FAQs & Self-Care |  |

**DAY 3:**

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| Day 3 Pre-Work | |
| Assignments | Learning Design & Delivery   1. Complete [*Trainer Skills Inventory*](https://mcusercontent.com/017a363ed67b2aa8d9ffcaa4a/files/aa63bbf7-061b-7762-ff94-e2a3b56f7772/HIV_Prevention_Ambassador_Trainers_Workshop_Trainer_Skills_Inventory.pdf). 2. Read [*Managing Challenging Participants*](https://mcusercontent.com/017a363ed67b2aa8d9ffcaa4a/files/d22b3493-e7e3-9a9a-ba9a-bba6fe67ba84/HIV_Prevention_Ambassador_Trainers_Workshop_Managing_Challenging_Participants.pdf) and answer prompts. 3. Review [*Adult Learning Infographic*](https://mcusercontent.com/017a363ed67b2aa8d9ffcaa4a/images/51da59f7-c091-4bbb-b296-6b860dec8522.jpg). |

**For Day 3, the training team will need:**

* Sample Facilitation Plan
* Day 1 – Day 5 Slide Deck
* Mentors’ Activity Guide
* Challenging Situations Activity

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| Time | Session/Module | Facilitator(s) |
| 10 MIN | Join Zoom  Review Day 3 Agenda  Icebreakers |  |
| 80 MIN | Learning Design & Delivery |  |
| 10 MIN | BREAK |  |
| 5 MIN | Homework |  |
| 45 MIN | Activity: Day 3 Mentorship Teams   * Challenging Situations & Facilitation * Team 1: Social/Group Dynamics * Team 2: Social/Group Dynamics * Team 3: Social/Group Dynamics * Team 4: Participant Support * Team 5: Participant Support |  |

**DAY 4:**

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| Day 4 Pre-Work | |
| Reflection | Q&A Box   * Please reflect on the training thus far. What questions do you have? Submit at least one question to the anonymous Q&A box. |
| Debrief | Mentorship teams should be prepared to report back on their Day 3 activity findings. |

**For Day 4, the training team will need:**

* Sample Facilitation Plan
* Day 1 – Day 5 Slide Deck
* Mentors’ Activity Guide

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| Time | Session/Module | Facilitator(s) |
| 10 MIN | Join Zoom  Review Day 4 Agenda  Icebreakers |  |
| 20 MIN | Activity: Mentor Panel   * A moderated panel of three mentors will respond to pre-submitted questions. |  |
| 45 MIN | Activity: Challenging Situations & Facilitation Debrief   * Two representatives from each team will share insights gained (approx. 5 minutes per group). |  |
| 10 MIN | Practice Role-Play Demonstrations   * Choice will provide an overview of the activity. |  |
| 5 MIN | Homework |  |
| 60 MIN | Activity: Day 4 Mentorship Teams   * Practice Role-Play Demonstrations |  |

**DAY 5:**

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| Day 5 Pre-Work | |
| Demonstration | Mentorship teams should be prepared to lead role-play demonstrations based on their Day 4 activity. |
| Assignment | [Learner Action Plan](https://mcusercontent.com/a4e5d889645092c3a9edba5e7/files/61d1ee72-fc5d-4400-b097-b1f65737a04b/CHOICE_ZHI_FHI_360_Zimbabwe_Virtual_TOT_Learner_Action_Plan_2021.docx)   * Fill out the learner action plan template. |

**For Day 5, the training team will need:**

* Sample Facilitation Plan
* Day 1 – Day 5 Slide Deck
* Mentors’ Activity Guide

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| Time | Session/Module | Facilitator(s) |
| 10 MIN | Join Zoom  Review Day 5 Agenda  Group Photo! |  |
| 60 MIN | Activity: Day 5 Mentorship Teams   * Mentorship team groups will conduct role-play demonstrations within their mentorship teams and receive feedback. |  |
| 10 MIN | BREAK |  |
| 25 MIN | Action Plans   * Personal plans for skill development and improvement. |  |
| 30 MIN | The Mentorship Network   * Introduction to Mighty Networks website, plan for office hours, and the path forward. |  |
| 15 MIN | Training Conclusion |  |

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| Final Tasks | |
| Survey | Training Evaluation   * Please complete the training evaluation survey no later than DATE. |

**MENTORSHIP TEAMS:**

**Team 1 Mentor:** NAME

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| Name | Email | Organization | Role |
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**Team 2 Mentor:** NAME

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| Name | Email | Organization | Role |
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**Team 3 Mentor:** NAME

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| Name | Email | Organization | Role |
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**Team 4 Mentor:** NAME

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| Name | Email | Organization | Role |
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**Team 5 Mentor:** NAME

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