A Practical Guide to Trainings

Project AsPIRE

Asian American Partnerships in Research & Empowerment
2007

Coordinating trainings will enable Project AsPIRE to fulfill the -

Goal:
To create an infrastructure that facilitates the conduct of CBPR in Filipino Americans

Sub-Aim:
Assess and diagnose the needs and challenges of community partners and academic institutions regarding their capacity to conduct CBPR research

Types of Trainings

Learning Exchanges are a half to a full day training activity that is designed to build the capacity of the Project Team and collaborators to implement the research study and intervention. Topics include an introduction to CBPR, cardiovascular disease basics; history of community health workers and their role in the health care team; program implementation and evaluation; overview of CHW curriculum; history, settlement, dynamics of Filipino community in the Northeast; and developing a shared vision to do collaborative work. Project Team members with expertise on a given topic lead and facilitate these trainings to encourage a co-learning process.

Research "Refresher" Courses are 2-hour hands-on workshops designed primarily for the research taskforce. However, these courses are available for any team member. The purposes of these courses are to give a brief overview of research methods and data analysis programs. Topics include threats to validity, setting up a database on Access, analyzing data on SPSS and Atlas Ti.

Community Health Worker Curriculum is comprised of 100 hours of training on topics such as the history of community health workers and their role in the health care team; effective communication skills; conflict resolution; popular education; managing clinical trials; ethical issues in research; HIPAA; adult and infant CPR; immigrant access to health services in NYC; cardiovascular disease basics; pharmacology of hypertension medication; CHW leadership skills; fostering relationships with media; becoming an effective health advocate; navigating the public health system in NYC and Jersey City; health literacy; effective outreach strategies; phlebotomy certification; case management and home visits.

Community Forums are half-day events that bring together concerned citizens, health care providers, advocates, and researchers to have a dialogue about the best practices to addressing cardiovascular disease among Filipino Americans. The community forums for Project AsPIRE are called "Community Brunches".

Conferences/Symposiums
Project AsPIRE trainings fall under two categories. First, in-house trainings include learning activities that are coordinated by Project AsPIRE team members. Second, outside trainings include learning activities that are sponsored by another organization that Project AsPIRE team members register for.

Training Check List

For In-House Trainings

PRE-TRAINING

Deciding on topic(s), agenda and date
- ☐ Set up meeting with training coordinator and designated committee (i.e., Capacity Building, Community Health Nurse, Project Director, etc.). Designated committee will depend on the nature of the training.
- ☐ Solicit feedback from potential participants on the type of trainings to offer (i.e., resource questionnaire, evaluation forms, informal discussions)
- ☐ Determine the topic(s) and objectives of the training
- ☐ Create schedule of the day
- ☐ Determine budget for expenses (i.e., speaker honorarium, food, supplies, rentals, etc.)
- ☐ As early as possible, check calendar and decide on date of training

Finding Speakers/Facilitators
- ☐ Brainstorm and create a list of potential speakers
- ☐ Determine if speaker will get an honorarium
- ☐ Contact potential speakers and inform them about the nature of training
- ☐ Receive commitment from speaker and prepare any necessary documents for them (i.e., invitation letter, required forms from their organization, etc.)
- ☐ Schedule regular meetings/conference calls to shape the various aspects of the training
- ☐ Make any necessary arrangements for the speaker. This can include booking travel and hotel stay, securing audio/visual equipment, and purchasing requested office supplies and materials.

Getting Site and/or Co-Sponsor
- ☐ Set up meeting with prospective site or organization
- ☐ Discuss and obtain approval to hold training from site or co-sponsoring organization(s)
- ☐ Discuss expectations with site or co-sponsoring organization. Put all agreements in writing.
- ☐ Select a point person(s) from Project AsPIRE to be the main contact with site or co-sponsoring organization(s)
- ☐ Set up and/or attend regularly scheduled meetings with co-sponsoring organization(s)

Logistics, Raincheck/Plan B
- ☐ Do a walk through of the space and determine layout. Request for additional tables and chairs as needed.
- ☐ Arrange for the set up of requested audio/visual equipment.
- ☐ Order any requested office supplies and materials.
- ☐ Plan food, such as coffee and donuts in the morning or a light lunch for all participants.
- ☐ Determine Raincheck/Plan B. Discuss/consider weather, expansion needs for additional participants, and other logistic issues.

Manpower
Smaller Training
- ☐ Assign designated committee specific duties
- ☐ One week before, contact committee members to check in with them (How they completed their tasks? Have they encountered any problems? Etc.)
- ☐ One day before, confirm set up time with committee members

Large Training Events (i.e., Community Forums)
- ☐ Assign a training event point person
- ☐ Decide how many volunteers and what type of roles are needed
- ☐ Notify staff and recruit volunteers. Explain training objectives and requesting their support.
- ☐ Send follow-up letter to confirm volunteer participation
- ☐ Assign volunteers specific duties
- ☐ Check all participating service provider requirements
- ☐ Schedule volunteer meeting/orientation prior to event.

Publicity
Smaller Training
- ☐ Send save-the-date announcement to participants
- ☐ Post information on website(s)
- ☐ One week before training, send reminder email to participants

Large Training
- ☐ Send press release to newspapers and email listservs
- ☐ Send save-the-date announcement to mailing lists
- ☐ Post information on website(s)
- ☐ Contact newspapers, magazines, newsletters to place advertisements about training
- ☐ One week before training, send reminder email to mailing lists

Requesting Audio/Visual Equipment, ordering supplies and printing handouts
- ☐ Place audio/visual requests and ensure all equipment is working.
- ☐ Order needed office supplies (see *Office Supplies*)
- ☐ Contact speaker/facilitator to determine if they will have handouts. Photocopy handouts if speaker/facilitator will not provide his/her own
- ☐ One week before training, confirm order to audio/visual equipment
- ☐ One week before training, do an inventory of supplies and determine what is missing
- ☐ One week before training, photocopy any handouts and prepare participants packets
- ☐ One day before training, pack all supplies and materials for training
- ☐ Drop off supply at site if possible. Otherwise, bring supplies and materials the day of.

DAY OF
- ☐ Arrive early at the site to set up and check equipment
- ☐ Ask participants to sign in as they arrive
- ☐ Have name tags for all
- ☐ Check to make sure the food area in order and refreshments are prepared

- ☐ Ensure all volunteers check in with training event point person when they arrive and leave (large training events)
- ☐ Ensure all volunteers know who the designated troubleshooters are for the day (large training events)
- ☐ Pass out and collect evaluation forms from participants
- ☐ Clean up the facility and leave it in as good or better condition than you found it

POST-TRAINING
- ☐ Send thank you notes to speakers/facilitators, volunteers, site and/or co-sponsoring organization(s)
- ☐ Enter and analyze data from the evaluation forms
- ☐ Schedule a post-training meeting to debrief about the event
- ☐ Summarize discussion from post-training meeting and evaluation forms and write it up
- ☐ Create a training binder
- ☐ Gather any handouts, presentation slides, and post-training summary. Put in the training binder

For Outside Trainings

PRE-TRAINING
Deciding on topic(s), budget, and expenses
- ☐ Solicit feedback from potential participants on the type of trainings they are interested in(i.e., resource questionnaire, evaluation forms, informal discussions)
- ☐ Determine budget for expenses (i.e., registration fees, travel, hotel stay, per diem)
- ☐ Determine which team members will attend

Registration
- ☐ Fill out registration forms and send payment
- ☐ Request a receipt from training event sponsoring organization

Time off & Travel Arrangements
- ☐ Request necessary time off to attend training event
- ☐ Prepare any necessary documents to attend trainings (i.e., NYU travel advance forms, passport for international trainings opportunities, etc.)
- ☐ Make any necessary arrangements. This can include booking travel and hotel stay, looking up directions and finding out about available parking.

DAY OF
- ☐ Attend the training event (network and participate).

POST-TRAINING
- ☐ Speak with Project Director about the training event and give feedback about experience
- ☐ Create a training binder.
- ☐ Gather any handouts and presentation slides that were provided. Put in the training binder.
- ☐ Follow up with any new contacts made at training event.

ATTACHMENTS:
  Project AsPIRE CBPR Needs Assessment

  Community Health Worker Curriculum

Project AsPIRE CBPR Needs Assessment
PARTNER ASSESSMENT

November 8, 2005

One goal of Project AsPIRE is to provide training for academic and community partners on issues related to doing health-related community-based participatory research (CBPR). These trainings are intended to help partners work best together on Project AsPIRE as well as on future collaborations between academic and community partners.

The purpose of this survey is to find out what trainings Project AsPIRE partners would like to have provided.

Please circle your response to each question below.

I.   Starting CBPR Projects

Would you like information/training on…	**Yes**, I would like **a lot** of information/training on this topic	**Yes**, I would like **a little** information/raining on this topic	**No**, I don't think I need information/training on this topic
1. How to make sure all **necessary partners** are part of a project	Yes, a lot	Yes, a little	No
2. How to determine appropriate **roles and responsibilities** for project partners	Yes, a lot	Yes, a little	No
3. How to establish **leadership roles** for academic & community partners	Yes, a lot	Yes, a little	No
4. How to enhance **trust and respect** among all partners	Yes, a lot	Yes, a little	No
5. How to develop grant applications to support future **research** projects involving my agency	Yes, a lot	Yes, a little	No
6. How to develop grant applications to support future **services or programs** offered by community partners	Yes, a lot	Yes, a little	No
7. How to establish **procedures and processes** for working as a group	Yes, a lot	Yes, a little	No
8. How to **negotiate how grant money is shared** between academic & community partners	Yes, a lot	Yes, a little	No

Are there **additional issues/topics related to starting a CBPR project**, not listed above, that you would like training(s) on? Please list these topics…

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II.	Implementing and Analyzing CBPR Projects

Would you like information/training on…	**Yes**, I would like **a lot** of information/training on this topic	**Yes**, I would like **a little** information/raining on this topic	**No**, I don't think I need information/training on this topic
9. Types of **data that community organizations have that can be used to** determine community health status	Yes, a lot	Yes, a little	No
10. Types of **methods** useful for conducting CBPR that are not typically used—e.g., nominal group technique, windshield tours	Yes, a lot	Yes, a little	No
11. How to **describe different research designs** to community partners, including discussing strengths and weaknesses of each type of design	Yes, a lot	Yes, a little	No
12. Ways community partners can help **recruit and retain participants** in a research study	Yes, a lot	Yes, a little	No
13. Ways community partners can help design **an intervention protocol**	Yes, a lot	Yes, a little	No
14. Issues that need to be discussed with community partners **re: ensuring reliability and validity of data collection**	Yes, a lot	Yes, a little	No
15. Issues related to **hiring and training community members** to conduct data collection	Yes, a lot	Yes, a lot	Yes, a lot

16. Issues related to the **cultural and social context of the Filipino community** (e.g. cultural nuances/ community dynamics, etc.)	Yes, a lot	Yes, a lot	Yes, a lot

Are there **additional issues/topics related to implementing and analyzing** a CBPR project, not listed above, that you would like training(s) on? Please list these topics…

III.　　Dissemination/Application/Sustainability of CBPR Projects

Would you like information/training on…	**Yes**, I would like **a lot** of information/training on this topic	**Yes**, I would like **a little** information/raining on this topic	**No**, I don't think I need information/training on this topic
17. How to **plan for dissemination and sustainability** at the start of a CBPR project	Yes, a lot	Yes, a little	No
18. How to use research findings **to promote policy changes**	Yes, a lot	Yes, a little	No
19. How to use research findings **to enhance community agencies' services and programs**	Yes, a lot	Yes, a little	No
20. How to use research findings **to obtain additional grants**	Yes, a lot	Yes, a little	No
21. How to use research findings **for use with the media**	Yes, a lot	Yes, a little	No
22. How to collaboratively **prepare articles and presentations for academic audiences**	Yes, a lot	Yes, a little	No
23. How to present research findings **to the community in an understandable and meaningful way**	Yes, a lot	Yes, a little	No
24. How to use research findings to **sustain programs, services, or interventions shown to be effective**	Yes, a lot	Yes, a little	No

Are there **additional issues/topics related to dissemination and sustainability** of CBPR project, not listed above, that you would like training(s) on? Please list these topics…

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Are there any **other issues/topics that didn't fall into the above categories** that you would like to receive training on to help you/your agency best conduct CBPR? Please list these topics…

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Community Health Worker Curriculum Topics

Session	Training Topic	Training Content
1	Orientation/Introduction	Orientation to NYU Introduction to AsPIRE Infrastructure CHW Role
2	Outreach/Education Strategies	Community Organizing Theatre of the Oppressed Paulo Freire
3	Legal and Ethical Responsibilities	Boundaries of the CHW position, agency policies, confidentiality, liability, mandatory reporting and cultural issues that can impact legal and ethnic responsibilities
4	Coordination, Documentation and Reporting	Importance and ability of CHW to gather, document, and report client visits and other activities. (logs) Step-by-step instructions on filling out forms and reporting (pre-test; post-test)
5	NHLBI Curriculum Lessons 1-11	Background CVD Nutrition Exercise
6	Hypertension Control	Medication Adherence Overview on cardiac pharmacology Emphasis on maintenance Routine blood level/enzyme check with MD
7	Immigrant Access to Healthcare Services	Overview of available public benefit programs available; Patient Bills of Rights Training about healthcare system in the NYC and Jersey City; Trainings of specific hospitals and clinics
8	Advocacy	Understanding how community members can be engaged legislative advocacy Health campaigns and coalition building (Stakeholder analysis; Power Analysis)
9	Communication and Personal Strategies	Verbal/Non-Verbal communication, listening and interviewing skills, networking, building trust and working in teams/with families, problem solving,
	Teaching Strategies	Effective adult learning techniques