**Planning for VAW Training in Your Setting**

| **Planning the training** | **What activities need to be accomplished to plan for this?** | **Who will be responsible?**  | **Others that need to be consulted?**  | **Ideas/Notes/Other considerations** **(i.e. budget)**  |
| --- | --- | --- | --- | --- |
| 1. **Participant selection**

*How will you identify providers in need of training?**What will the eligibility requirements be for participation (experience, role, etc.)?**How will participants be invited?* |  |  |  |  |
| 1. **Space**

*Where will you hold the training?**If possible, find a space where you can use equipment such as audiovisual aids.* *Find a space the right size for your group* |  |  |  |  |
| 1. **Schedule**

*How will you determine the training schedule?* *How many days will be needed?* *How will you ensure participants are able to attend, will it be during work hours/after hours?**A proposed order of sessions is provided, but the schedule can be modified based on available time.* *If changes to the suggested schedule are needed, review the facilitators guide to ensure that sufficient time is allotted for discussions, breaks, etc.* |  |  |  |  |
| 1. **Invited guests**

*Will people be invited other than health care providers?**Consider how invited guests will be included as speakers or learners.*  |  |  |  |  |
| 1. **Facilitator preparation**

*How will you determine who will be facilitators?**What are the criteria* *Review and finalize roles for facilitator responsibilities**Plan time to review all materials including facilitator notes, slides and handouts for each module* |  |  |  |  |
| 1. **Materials**

*How will materials be prepared?* *Allow sufficient time to print and prepare materials?*Is a budget/funds needed? *Decide how the training materials will be shared with participants* |  |  |  |  |
| 1. **Preparation for making training relevant to your setting**

*What needs to be adapted to make relevant in your context?**Review the policy context including laws regarding VAW, and VAW-relevant policies and protocols at the health setting that is hosting the training (e.g. Is there a protocol to guide provision of services VAW? Documentation required for health information system? Mandatory reporting obligations, etc.)**Review the terminology and content in the facilitators guide and slides to ensure* *meaning relevant in local context**Map available support services for VAW*  |  |  |  |  |
| 1. **Other items to consider?**
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