**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?** |  |  |  |  |