



# ITAV Facilitator Training Preparation Checklist

Please use this checklist to prepare for the facilitator training hosted by the Utah Department of Health Office of Health Disparities.

Dates:

Times:

Location:

Number of Facilitators Anticipated:

We strongly advise trying your best to complete all of the items on the checklist before the training. We are confident this will improve the training experience for your facilitators and contribute to a smoother implementation of the project.



# Facilitators

Have all of your facilitators confirmed they can attend the facilitator training?

#	First Name	Last Name	Phone/Email	Co-Facilitator	Confirmed
1.					
2.					
3.					
4.					
5.					
6.					
Back-up					
Back up					

Have you provided your facilitators with the Facilitator Recruitment Packet that contains information about the ITAV Project and details about the facilitator training?



# Scheduling Group Dates and Locations

Have your facilitators scheduled the dates and locations for their groups?

Will each pair of facilitator hold two groups for a total of 6 groups?

Group	Facilitators	Dates	Time	Location (Name and Address)
Group 1				
Group 2				
Group 3				
Group 4				
Group 5				
Group 6				
Back up				
Back up				



# Scheduling Group Dates and Locations

- Are the locations appropriate for the training?
  - Enclosed for sensitive conversations
  - Enough room for the group to sit comfortable around a table
  - Provide for a laptop set
  - Has a projector and screen
  - Loud enough sound for the videos
  - Wifi (optional)
  
- Is each group planning to complete all four (4) workshops within two (2) weeks?
  
- Are the first groups scheduled within two weeks after the facilitator training? (It is ideal if the groups can be scheduled right after the facilitator training. Group dates can be overlapping for different facilitators.)



# Recruiting Participants for Groups

- Have you provided your facilitators with the Participant Recruitment Packet to assist them in recruiting?
- Does each group have 6-12 participants recruited? (ALWAYS TRY FOR 12 PARTICIPANTS with two (2) back ups per group. The participants should have at least one other participant who they already know and can pair up with for activities).

Group	Facilitators	# Recruited	Genders	NHPI Communities	Ages	Pairs (couples, siblings, friends, etc.)
Group 1						
Group 2						
Group 3						
Group 4						
Group 5						
Group 6						
Back up						
Back up						



# Recruiting Participants for Groups

- Are the groups created with balance and inclusive of a variety of:
  - Genders
  - Generations
  - NHPI communities
  - Marital statuses



# Materials, Supplies and Equipment

## Checklist for the Facilitator Training

- Have you prepared and printed all the materials, supplies, and equipment for the facilitator training?

In order to download ITAV materials for printing go to <http://health.utah.gov/disparities/it-takes-a-village/materials.html>. ITAV materials are directly available on the website. As noted, some are only accessed by opening the Facilitator Manual (FM). The direct link for the Facilitator Manual is <http://health.utah.gov/disparities/it-takes-a-village/pdf/facilitator-manual.pdf>.

### Materials

- 6-12 Facilitator manuals (1 per facilitator) <http://health.utah.gov/disparities/it-takes-a-village/pdf/facilitator-manual.pdf>
- 6-12 Participant workbooks (1 per facilitator) <http://health.utah.gov/disparities/it-takes-a-village/pdf/participant-workbook.pdf>
- 12-24 Consent forms (2 per facilitator one for your organization and one for the facilitator). The consent forms need to be created. A sample can be found on FM p. 22)
- 1 Attendance roll (FM p. 32-33)



# Materials, Supplies and Equipment

## Checklist for the Facilitator Training

### Materials (Continued)

- 42-84 Evaluation Questionnaires (7 different questionnaires - 1 per facilitator)
  - 6-12 Pre-assessment <http://health.utah.gov/disparities/it-takes-a-village/pdf/pre-assessment.pdf>
  - 6-12 Fono 1 Post-questionnaire <http://health.utah.gov/disparities/it-takes-a-village/pdf/post-test-fono-1.pdf>
  - 6-12 Fono 2 Post-questionnaire <http://health.utah.gov/disparities/it-takes-a-village/pdf/post-test-fono-2.pdf>
  - 6-12 Fono 3 Post-questionnaire <http://health.utah.gov/disparities/it-takes-a-village/pdf/post-test-fono-3.pdf>
  - 6-12 Post-assessment <http://health.utah.gov/disparities/it-takes-a-village/pdf/post-assessment.pdf>
  - 6-12 Project evaluation content and structure <http://health.utah.gov/disparities/it-takes-a-village/pdf/project-evaluation-content-and-structure.pdf>
  - 6-12 Project evaluation facilitators <http://health.utah.gov/disparities/it-takes-a-village/pdf/project-evaluation-facilitators.pdf>



# Materials, Supplies and Equipment

## Checklist for the Facilitator Training

### Materials (Continued)

- 4 Videos (downloaded on laptop)
  - The Unspoken Truth <https://vimeo.com/171646986>
  - It Takes a Family <https://vimeo.com/171647485>
  - From Day One <https://vimeo.com/171647989>
  - A Healthy Community <https://vimeo.com/171648540>
- 1 Conversation ball (Find instructions on FM p. 47)
- 42-84 ID stickers (1 ID per facilitator to place on 7 different questionnaires) (FM. 34-36)
- 3 PowerPoint Presentations (downloaded on laptop)
  - Infant Mortality (download from website)
  - Preconception Health (download from website)
  - Birth Spacing (download from website)
- 1 Printed review and reflection questions (FM p. 103-105)



# Materials, Supplies and Equipment

## Checklist for the Facilitator Training

### Supplies

- 6-12 Pens (1 per facilitator)
- 1 Clipboard
- 1 Poster paper/pad
- 1-2 Markers
- 6-12 Folders (1 per facilitator)
- 3-4 Sheets of blank paper
- 1 Pair of scissors
- 1 Question bowl (preferably a kava/'ava bowl)
- 1 Roll of tape (optional)
- 6-12 Highlighters (optional)
- 1 USB drives with videos and PowerPoint presentations (optional)
- 3-6 Facilitator kits (instructions for kits below)



# Materials, Supplies and Equipment

## Checklist for the Facilitator Training

### Equipment

- 1 Laptop
- 1 Projector/Projector screen
- 1 Set of speakers



# Materials, Supplies and Equipment

## Checklist for the Facilitator Kits

- Have you put together a facilitator kit for each pair of facilitators?

Facilitator Kit Contents: Make sure to include materials and supplies for two groups. Put all of the contents into a tote, box, or other container.

In order download ITAV materials for printing go to <http://health.utah.gov/disparities/it-takes-a-village/materials.html>. ITAV materials are directly available on the website. As noted, some are only accessed by opening the Facilitator Manual (FM). The direct link for the Facilitator Manual is <http://health.utah.gov/disparities/it-takes-a-village/pdf/facilitator-manual.pdf>.

### Materials

- 12 Participant workbooks (1 per participant) <http://health.utah.gov/disparities/it-takes-a-village/pdf/participant-workbook.pdf>
- 24 Consent forms (2 per participant one for your organization and one for the participant). The consent forms need to be created. A sample can be found on FM p. 22)
- 1 Attendance roll (FM p. 32-33)



# Materials, Supplies and Equipment

## Checklist for the Facilitator Kits

### Materials (Continued)

- 84 Evaluation Questionnaires (7 different questionnaires - 1 per participant )
  - 12 Pre-assessment <http://health.utah.gov/disparities/it-takes-a-village/pdf/pre-assessment.pdf>
  - 12 Fono 1 Post-questionnaire <http://health.utah.gov/disparities/it-takes-a-village/pdf/post-test-fono-1.pdf>
  - 12 Fono 2 Post-questionnaire <http://health.utah.gov/disparities/it-takes-a-village/pdf/post-test-fono-2.pdf>
  - 12 Fono 3 Post-questionnaire <http://health.utah.gov/disparities/it-takes-a-village/pdf/post-test-fono-3.pdf>
  - 12 Post-assessment <http://health.utah.gov/disparities/it-takes-a-village/pdf/post-assessment.pdf>
  - 12 Project evaluation content and structure <http://health.utah.gov/disparities/it-takes-a-village/pdf/project-evaluation-content-and-structure.pdf>
  - 12 Project evaluation facilitators <http://health.utah.gov/disparities/it-takes-a-village/pdf/project-evaluation-facilitators.pdf>



# Materials, Supplies and Equipment

## Checklist for the Facilitator Kits

### Materials (Continued)

- 4 Videos (downloaded on laptop)
  - The Unspoken Truth <https://vimeo.com/171646986>
  - It Takes a Family <https://vimeo.com/171647485>
  - From Day One <https://vimeo.com/171647989>
  - A Healthy Community <https://vimeo.com/171648540>
- 1 Conversation ball (Find instructions on FM p. 47)
- 84 ID stickers (1 ID per participant to place on 7 different questionnaires) (FM. 34-36)
- 3 PowerPoint Presentations (downloaded on laptop)
  - Infant Mortality (download from website)
  - Preconception Health (download from website)
  - Birth Spacing (download from website)
- 1 Printed review and reflection questions (FM p. 103-105)



# Materials, Supplies and Equipment

## Checklist for the Facilitator Kits

### Supplies

- 12 Pens (1 per participant )
- 1 Clipboard
- 1 Poster paper/pad
- 1-2 Markers
- 12 Folders (1 per participant )
- 3-4 Sheets of blank paper
- 1 Pair of scissors
- 1 Question bowl (preferably a kava/'ava bowl)
- 1 Roll of tape (optional)
- 12 Highlighters (optional)
- 1 USB drives with videos and PowerPoint presentations (optional)