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| CLSI Logo R Blue  **Evaluator of HIV-RT Personnel Competency Training of Trainers (TOT) Workshop**  **Date**  **Region, Country**  **Agenda** |

| Time | Day 1 | Facilitator |
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| 8:00 – 8:30 | Registration |  |
| 8:30 – 8:45 | * Welcome   + Opening Remarks   + Faculty and Participant Introduction |  |
| 8:45 – 9:10 | * Training Overview   + Learning Objectives   + Training Agenda   + Ground Rules and Housekeeping   + Evaluation Criteria for Participants |  |
| 9:10 – 9:30 | Pre-Training Written Assessment |  |
| 9:30 – 10:00 | Part 1: Overview of HIV-RT Certification and Evaluator of Personnel Competency Role   * Importance of Certification * Key Terminology * Expectations of Evaluators * Competency Assessment Overview   + Components   + Structure & Format |  |
| 10:00 – 10:30 |  | |
| 10:30 – 11:30 | Part 1: Overview of HIV-RT Certification and Evaluator of Personnel Competency Role (continued)   * Overall Competencies of Evaluators   + Technical Competency   + Communication   + Professional Ethics |  |
| 11:30 – 12:30 | Part 2: Evaluation of Personnel Competency Methods – Tools   * Overview and Introduction * Purpose & Review |  |
| 12:30 – 1:30 |  | |
| 1:30 – 3:30 | Part 3: Evaluation of Personnel Competency Methods – Data Management   * Interactive – Small Groups * Database Management Tools |  |
| 3:30 – 4:00 | **COFFEE/TEA BREAK** | |
| 4:00 – 5:00 | Part 4: Evaluation of Personnel Competency Reporting   * Feedback * Corrective Action - Remediation * Interactive – Small Groups |  |
| 5:00 | **END OF DAY 1** |  |

| Time | Day 2 | Facilitator |
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| 8:00 – 8:30 | Recap of Day 1 |  |
| 8:30 – 9:15 | * Review Practical Examples of Assessing Personnel Competencies & Providing Feedback * Participant Role-Play and Feedback |  |
| 9:15 – 10:00 | * Field Practice Session #1 Overview   + Overview & Purpose   + Logistics and Assignments   + Tools |  |
| 10:00 – 10:30 | **COFFEE/TEA BREAK** | |
| 10:30 – 12:30 | * Field Practice Session #1 – Mock Personnel Assessment at Sites   + Commute to Assigned Facility   + Locate Assigned Site(s) within Facility   + Introductions at Facility/Site |  |
| 12:30 – 3:30 | * Field Practice Session #1 – Mock Personnel Assessment at Sites (continued)   + Mock Assessment – Direct Observation Checklist   + Mock Assessment – Peer-to-Peer Observation Form   + Feedback and Discussion |  |
| 3:30 | **END OF DAY 2** | |

| Time | Day 3 | Facilitator |
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| 8:00 – 8:30 | Recap of Day 2 |  |
| 8:30 – 9:15 | * Facilitator Feedback from Field Practice Session #1 * Open Discussion |  |
| 9:15 – 10:00 | * Field Practice Session #2 Overview   + Overview & Purpose   + Logistics and Assignments   + Tools |  |
| 10:00 – 10:30 | **COFFEE/TEA BREAK** | |
| 10:30 – 12:30 | * Field Practice Session #2 – Personnel Assessment at Sites   + Commute to Assigned Facility   + Locate Assigned Site(s) within Facility   + Introductions at Facility/Site |  |
| 12:30 – 3:30 | * Field Practice Session #2 – Personnel Assessment at Sites (continued)   + Assessment – Direct Observation Checklist   + Assessment – Peer-to-Peer Observation Form   + Feedback and Discussion |  |
| 3:30 | **END OF DAY 3** | |

| Time | Day 4 | Facilitator |
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| 8:00 – 8:30 | Recap of Day 3 |  |
| 8:30 – 8:50 | Post-Training Written Assessment |  |
| 8:50 – 9:15 | Group Review of Written Assessments & Discussion |  |
| 9:15 – 10:00 | Groups Prepare Report Back Presentations |  |
| 10:00 – 10:30 | **TEA/COFFEE BREAK** | |
| 10:30 – 12:30 | * Group Report Back Presentations   + Field Practice Sessions #1 & #2 * Facilitator Feedback * Open Discussion Session * Training Evaluation |  |
| 12:30 – 1:00 | Administering Written Examination |  |
| 1:00 – 2:00 | **LUNCH** | |
| 2:00 – 3:30 | * Implementation Strategy for Roll-Out * One-on-One Facilitator-Participant Feedback |  |
| 3:30 – 4:00 | * Training Summary * Conferral of Certificates * Closing Ceremony |  |
| 4:00 | **END OF DAY 4** | |