**Priorities for Local AIDS Control Efforts (PLACE)**

**Supervisor Training Agenda**

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| **Day 1: Supervisor Training**  **PLACE Overview and Steps 1 and 2** | **Time** | **Materials** |
| Welcome and introductions | 8:00 – 8:20 |  |
| PLACE overview | 8:20 – 9:00 | PowerPoint slides: Overview of PLACE |
| Introduction of Fieldwork Supervisors (describe any experience with interviewing, HIV, key populations) | 9:00 – 9:30 |  |
| Overview of the Fieldwork Implementation Guide | 9:30 –10:30 | Fieldwork Implementation Guide |
| *Break* | 10:30 – 10:45 | Coffee and snacks |
| Training on the ethics of research with human subjects and the confidentiality pledge | 10:45 – 11:30 | PowerPoint slides: Interviewer Research Ethics Training  Interviewer Confidentiality Pledge |
| Interviewing techniques and supervising interviewers to improve data quality | 11:30 – 12:30 | PowerPoint slides: Interviewing Techniques |
| *Lunch* | 12:30 – 1:30 | Lunch |
| Step 1: District launch meeting | 1:45 – 3:00 | Fieldwork Implementation Guide  Step 1 materials list |
| *Break* | 3:00 – 3:15 | Coffee and snacks |
| Review and questions about Step 1 | 3:15 – 3:30 |  |
| Step 2: Community Informant Interviews | 3:30 – 4:00 | Fieldwork Implementation Guide  Step 2 materials list |
| Practice with questionnaires, forms, data entry, Master Venue List | 4:00 – 5:00 |  |
| Assign homework | 5:00 | Read the Fieldwork Implementation Guide |

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| **Day 2: Steps 3, 4, and 5** | **Time** | **Materials** |
| Step 3: Venue verification | 8:00 – 9:00 | Fieldwork Implementation Guide |
| Collecting latitude and longitude data with GPS | 9:00 – 9:30 |  |
| Practice Form B and supplementary forms | 9:30 – 10:15 |  |
| *Break* | 10:15 – 10:30 | Coffee and snacks |
| Step 4: Patron and worker interviews | 10:30 – 11:30 | Fieldwork Implementation Guide |
| Sampling venues and respondents | 11:30 – 12:15 |  |
| *Lunch* | 12:15 – 1:15 | Lunch |
| Practice Form C and supplementary forms | 1:15 – 2:15 |  |
| Safety issues, interviewer conduct, and teamwork | 2:15 – 3:00 |  |
| Logistics and planning, including per diem, transportation, access to computers, and care of tablets | 3:00 – 5:00 |  |