

Voluntary **HIV** Counselling and Testing

Manual for Training of Trainers

Part II



World Health Organization
Regional Office for South-East Asia
New Delhi, India
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Introduction

Training VCT Counsellors to train others in VCT counselling

This programme is designed as a sequel to Part I—Training of VCT counsellors. It is recommended that graduates of Part I complete at least six months of post-training clinical practice before undertaking Part II of the training. This training package was prepared on behalf of the World Health Organization (SEARO) by the Albion Street Centre, Sydney, Australia and field tested.

Overall purpose of the training

The overall purpose of this training programme is to train a cohort of experienced VCT counsellors in training of trainers in VCT. This will enable them to return to their workplaces and assume the responsibilities of a VCT trainer. Accordingly, they will be able to develop, implement and evaluate VCT training programmes appropriate to their working context. This will ensure that VCT services are made available on a much larger scale than at present.

Overall objectives of the training

At the completion of the training programme trainees will be able to:

- Conduct a training needs analysis
- Develop a VCT training programme in accordance with the findings of a training needs analysis
- Demonstrate an understanding of adult learning principles
- Prepare for the implementation of a VCT training programme
- Design session plans for the various modules of a VCT training programme
- Deliver a VCT training programme using a range of interactive teaching methodologies
- Demonstrate the key elements of good presentation skills
- Implement strategies to manage common training difficulties
- Implement strategies to manage challenging group behaviours
- Manage the distress of a trainee when training is addressing sensitive issues
- Consider and manage how personal values, attitudes, beliefs and fears may impact on training
- Evaluate VCT training sessions or programmes
- Report on implemented VCT training sessions or programmes
- Assess the presentation of a co-trainer and provide useful feedback
- Adapt the Part I training programme to specific working contexts

Time required

This is a six-day training programme.

Programme materials

Manuals and a CD-ROM are provided, which contain all necessary training resources for the training.

Disclaimer: *The training programme requires supervised skills rehearsal; therefore the manual is not suitable for use as a self-directed learning tool. You are further advised that only persons who have successfully completed the course should use this manual. It is not recommended that this manual be used by clinicians/trainers who have not participated in the specific training activities, to do so may compromise the quality of training provided.*

Module 6

Introduction and orientation

Session objectives



At the end of the training session, the trainer will have:

Orientated trainees to the training programme

Established the baseline knowledge of trainees

Time to complete sub module



30 minutes

Training materials



Training programme timetable

Pre- and post-training knowledge questionnaire
(without answers)

Question box

Session instructions

1. Housekeeping issues
 - Welcome trainees and discuss per diems, meals, transportation arrangements, course times.
2. Establish “group norms”
 - Brainstorm what should be the guiding principles for the group and record only what the group has agreed upon and trainees commit to respect
3. Group members and training team introductions
 - Introduce trainers – ask for brief self-introductions
 - Each trainee introduces himself or herself by stating their name, professional backgrounds and current role in counselling
4. Question in a box
 - Explain to the trainees about the use of the question box throughout the course
 - Ask trainees to write down on a piece of paper any questions they have about any aspect of the course material that they feel uncomfortable asking in front of others. They may submit questions throughout the course and these will be addressed at the close of each day
5. *Review the programme timetable* (Refer to the training programme timetable in the manuals).
6. *Briefly discuss TOT practice presentations.*
 - Inform trainees they will each be required to practice being a trainer
 - Explain that they will be allocated to a team that they will be working with for the presentations at the end of the first day and that further information and explanation will be provided at that time

7. Pre-training knowledge questionnaire

- Explain that the questionnaire is to assess the trainees' level of knowledge at the beginning of the course so that the trainers know what areas need to be emphasised. It is also a useful tool for training evaluation
- Ask the trainees to close their manuals
- Pass the pre- and post-training knowledge questionnaire to each trainee
- Give trainees a code number on a piece of paper and ask them to record this number on their questionnaire. Then ask them to file this number in their folder so they can record it on their post-training knowledge questionnaire when it is conducted at the end of the course. Reassure trainees that as a result of this they will not be identifiable as individuals

VCT training programme – PART II: Training of trainers (TOT) – six-day schedule

The schedule begins each day at 08.30 (except day 1, which commences at 08.00) and concludes each day between 17.00 and 17.30.

The schedule assumes strict adherence to the specified break times which are usually:
10.15 – 10.30 morning tea; 12.30 – 13.30 lunch; 15.00 – 15.15 afternoon tea.

Day 1 incorporates a 15-minute ‘stretch break’ between modules. Trainers should encourage trainees to stand and stretch during this time. The trainer may choose to lead a range of stretches or ask a trainee to volunteer to lead the group in some simple stretching exercises. Stretch breaks are useful to incorporate if trainers notice that the group is lacking concentration or if extra time is available between modules.

DAY 1		
08.00	08.30	Registration
08.30	09.00	Official welcome and housekeeping and pre-course knowledge test (Introduction session plan)
09.00	09.30	Developing a training programme (Module 6, Sub module 1)
09.30	10.15	Introduction to adult learning (Module 6, Sub module 2)
10.15	10.30	Morning Tea
10.30	11.30	Preparing for training (Module 6, Sub module 3)
11.30	12.30	Session planning (Module 6, Sub module 4)
12.30	13.30	Lunch
13.30	14.00	Session planning / <i>continued</i> (Module 6, Sub module 4)
14.00	14.15	STRETCH BREAK
14.15	15.00	Presentation skills (Module 6, Sub module 5)
15.00	15.15	Afternoon Tea
15.15	16.30	Managing common difficulties (Module 6, Sub module 6)
16.30	17.15	Introduction and allocation to TOT presentation tasks (Module 6, Sub module 7)
17.15	17.30	Questions and answers / Closing

DAY 2		
08.30	08.45	Participant summary
08.45	09.45	Managing challenging group behaviours (Module 6, Sub module 8)
09.45	10.15	Managing distress reactions to sensitive issues (Module 6, Sub module 9)
10.15	10.30	Morning Tea
10.30	11.15	Evaluating training (Module 6, Sub module 10)
11.15	12.00	Reporting on training activities (Module 6, Sub module 11)
12.00	13.00	Lunch
13.00	14.00	Counsellor training issues (Module 6, Sub module 12)
14.00	15.30	Impact of values and attitudes on training (Module 6, Sub module 13)
15.30	15.45	Afternoon Tea
15.45	16.15	Criteria for TOT assessment and guidelines for giving feedback (Module 6, Sub module 14)
16.15	17.15	Practice for TOT presentations (Module 6, Sub module 15)
17.15	17.30	Questions and answers / Closing
DAY 3		
08.30	08.45	Participant summary
08.45	10.15	TOT#1: Overview of HIV (Part I - Module 1, Sub module 3) TEAM 1
10.15	10.30	Morning Tea
10.30	11.00	Feedback to TOT#1
11.00	12.30	TOT#2: Behaviour change communication - HIV transmission (Part I - Module 2, Sub module 4.1) TEAM 2
12.30	13.30	Lunch
13.30	14.00	Feedback to TOT#2
14.00	15.00	TOT#3: Clinical risk assessment (Part I - Module 2, Sub module 5.2) TEAM 3
15.00	15.15	Afternoon Tea
15.15	16.15	<i>Continued</i> TOT#3 Clinical risk assessment (Part I - Module 2, Sub module 5.2) TEAM 3
16.15	16.45	Feedback to TOT#3
16.45	17.00	Questions and answers / Closing

DAY 4		
08.30	08.45	Participant summary
08.45	10.15	TOT#4: Behaviour change communication - Problem solving (Part I - Module 2, Sub module 4.3) TEAM 4
10.15	10.30	Morning Tea
10.30	11.00	Feedback to TOT#4
11.00	12.30	TOT#5: Pre-HIV test counselling (Part I - Module 2, Sub module 5.3) TEAM 2
12.30	13.30	Lunch
13.30	14.30	<i>Continued</i> TOT#5: Pre-HIV test counselling (Part I - Module 2, Sub module 5.3) TEAM 2
14.30	15.00	Feedback to TOT#5
15.00	15.15	Afternoon Tea
15.15	16.15	TOT#6: Post-HIV test counselling - General principles and negative results (Part I - Module 2, Sub module 6) TEAM 5
16.15	16.45	Feedback to TOT#6
16.45	17.00	Questions and answers / Closing
DAY 5		
08.30	08.45	Participant summary
08.45	10.15	TOT#7: Post-HIV test counselling - Positive results (Part I - Module 2, Sub module 6) TEAM 5
10.15	10.30	Morning Tea
10.30	12.00	<i>Continued</i> TOT#7: Post HIV test counselling - Positive results (Part I - Module 2, Sub module 6) TEAM 5
12.00	12.30	Feedback to TOT#7
12.30	13.30	Lunch
13.30	15.00	TOT#8: Counsellor values and attitudes (Part I - Module 2, Sub module 2) TEAM 1
15.00	15.15	Afternoon Tea
15.15	15.45	<i>Continued</i> TOT#8: Counsellor values and attitudes (Part I - Module 2, Sub module 2) TEAM 1
15.45	16.15	Feedback to TOT#8
16.15	16.45	Post-course knowledge test
16.45	17.00	Questions and answers / Closing

DAY 6		
08.30	08.45	Participant summary
08.45	10.15	TOT#9: Counselling microskills (Part I - Module 2, Sub module 3) TEAM 4
10.15	10.30	Morning Tea
10.30	12.00	<i>Continued</i> TOT#9: Counselling microskills (Part I - Module 2, Sub module 3) TEAM 4
12.00	12.30	Feedback to TOT#9
12.30	13.30	Lunch
13.30	15.00	TOT#10: Targeted VCT intervention - PMTCT (Part I - Module 3, Sub module 5) TEAM 3
15.00	15.15	Afternoon Tea
15.15	15.45	<i>Continued</i> TOT#10: Targeted VCT intervention - PMTCT (Part I - Module 3, Sub module 5) TEAM 3
15.45	16.15	Feedback to TOT#10
16.15	16.45	Final review of programme / Evaluation
16.45	17.00	Closing activities

Training resources outline

Module	Sub module	Title	Session plans (SP)	Power Point Presentation (PPT)	Handout (HO)	Activity sheet (AS)
MODULE 6		Training of Trainers (TOT)				
6	1	Developing a training programme	SP36	PPT34	H034	N/A
6	2	Introduction to adult learning	SP37	PPT35	H035	AS30
6	3	Preparing for training	SP38	PPT36	H036	N/A
6	4	Session planning	SP39	PPT37	H037	AS31
6	5	Presentation skills	SP40	PPT38	H038	AS32
6	6	Managing common difficulties	SP41	PPT39	H039	AS33
6	7	Introduction and allocation to TOT presentation tasks	SP42	PPT40	H040 H041	N/A
6	8	Managing challenging group behaviours	SP43	PPT41	H042	AS34
6	9	Managing distress reactions to sensitive issues	SP44	PPT42	H043	N/A
6	10	Evaluating training	SP45	PPT43	H044	N/A
6	11	Reporting on training activities	SP46	PPT44	H045	N/A
6	12	Counsellor training issues	SP47	PPT45	H046	N/A
6	13	The impact of values and attitudes on training	SP48	PPT46	H047	AS35 AS36
6	14	Criteria for TOT assessment and guidelines for giving feedback	SP49	PPT47	H048	AS37
6	15	Practice for TOT presentations	SP50	PPT48	N/A	AS38 AS39

OTHER	
Table of contents	Other
Introduction and orientation session plan for trainers' manual	Other
Introduction for trainers' and trainees' manual	Other
Training programme timetable	Other
Training resources outline	Other
Pre- and post-training knowledge questionnaire	Other
Pre- and post-training knowledge questionnaire answer sheet	Other
Pre- and post-training knowledge questionnaire result sheet	Other
Participant evaluation post-session	Other
Participant evaluation post-course	Other
Bibliography	Other