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

 **Agenda: Training for Venue Informant Interviews (Level 2)**

| Time | Interviewer Training for Venue Informant Interviews | Materials Needed |
| --- | --- | --- |
| Day 1  |
| 9:00 – 9:15 | Welcome and comments |  |
| 9:15 – 9:45 | Feedback: Interviewers discuss community informant interview process |  |
| 9:45 – 10:15  | Overview of venue informant interviews and mapping | PLACE Venue Informant Interviewer Training (PowerPoint) |
| 10:15 – 10:30 | *Break* | Coffee and snacks |
| 10:30 – 11:00 | Review fact sheet | Form B Fact Sheet for Informed Consent by Venue Informants |
| 11:00 – 12:15 | Review content of Form B | Form B: Interview with a Venue Informant  |
| 12:15 – 1:15 | *Lunch* | Lunch |
| 1:15 – 3:00 | Review Form B in closer detail, one section at a time |  |
| 3:00 – 3:15 | *Break* | Coffee and snacks |
| 3:15 – 3:30 | Putting it all together: Identifying informant, recruitment, and interviewing |  |
| 3:30 – 4:00 | Role play: Observe the complete process |  |
| 4:00 – 4:45 | Practice with two other interviewers |  |
| 4:45 – 5:00  | Discuss the practice |  |
| Day 2 |
| 9:00 – 10:00 | Tablet training: General use |  |
| 10:00 – 10:30  | Form B on tablets |  |
| 10:30 – 10:45 | *Break* | Coffee and snacks |
| 10:45 – 11:00 | Practice in pairs using Form B on the tablets |  |
| 11:00 – 12:30 | Practice in the community: 2 venues each pair of interviewers |  |
| 12:30 – 1:30 | *Lunch* | Lunch |
| 1:30 – 2:00 | Discuss the practice |  |
| 2:00 – 2:15 | Things to avoid |  |
| 2:15 – 2:45 | Interviewer role play |  |
| 2:45 – 3:15 | Venue assignment form |  |
| 3:15 – 3:30 | *Break* | Coffee and snacks |
| Day 3 |
| 9:00 – 11:00 | Review questionnaires: Fieldwork Supervisors sit with each pair of interviewers and review the questionnaires completed in the field, looking for completeness, legibility, and accuracy, as outlined in the protocol |  |
| 11:00 – 11:15 | *Break* |  Coffee and snacks |
| 11:15 – 12:00 | Feedback to group: Provide feedback to interviewers as a group, based on observations from the review of the questionnaires |  |
| 12:00 – 12:30  | Logistics to begin fieldwork |  |