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

**Agenda: Training for Community Informant Interviews (Level 1)**

| Time | Interviewer Training for Community Informant Interviews | Materials Needed |
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| Day 1 | | | |
| 9:00 – 9:20 | | Welcome and introductions | 1. Level 1 Community Informant Interviewer Training Agenda (1 per participant) |
| 9:20 – 10:00 | | PLACE Overview | 1. PLACE Overview (PowerPoint presentation) (1 for Study Coordinator) |
| 10:00 – 10:30 | | Introduction of interviewers (describe experience with interviewing, HIV, key populations) |  |
| 10:30 – 10:45 | | *Break* | Coffee and snacks |
| 10:45 – 11:30 | | Training in the ethics of research with human subjects and the confidentiality pledge | 1. Interviewer Research Ethics Training (PowerPoint presentation) 2. Interviewer Confidentiality Pledge |
| 11:30 – 12:30 | | Interviewing techniques | 1. Interviewing Techniques (PowerPoint presentation) |
| 12:30 – 1:45 | | *Lunch* | 1. Lunch |
| 1:45 – 2:15 | | Overview of community informants, boundaries of selected areas, and list of community informant targets | 1. Community Informant Interviewer Training (PowerPoint) 2. Interviewer Instructions for Form A |
| 2:15 – 3:00 | | Review Tally Sheet and Form A | 1. Interviewer Tally Sheet for Community Informant Interviews 2. Form A: Community Informant Response Sheet |
| 3:00 – 3:15 | | *Break* | Coffee and snacks |
| 3:15 – 3:30 | | Role play to demonstrate interview |  |
| 3:30 – 4:00 | | Practice in pairs | 1. Blank copies of Form A |
| 4:00 – 4:15 | | Review and questions: include discussion around ethical/confidentiality issues specific to Form A |  |
| 4:15 – 4:30 | | Review Form A Fact Sheet for Informed Consent by a Community Informant | 1. Form A Fact Sheet for Informed Consent by a Community Informant |
| 4:30 – 5:00 | | Putting it all together: identifying community informants, recruitment, and interviewing |  |
| Day 2 | | | |
| 9:00 – 9:30 | | Role play: observe complete process |  |
| 9:30 – 10:00 | | Practice with two other interviewers |  |
| 10:00 – 10:15 | | Discuss safety issues |  |
| 10:15 – 10:30 | | *Break* | Coffee and snacks |
| 10:30 – 11:15 | | Practice in a nearby neighborhood with two community informants | Blank forms: Tally Sheet Form 1-1, Form A, Fact Sheet |
| 11:15 – 11:45 | | Group discussion: interviewers discuss their experiences, including whether the community informants named many spots, how to get them to name more spots, etc. |  |
| 11:45 – 12:00 | | Review things to avoid |  |
| 12:00 – 12:15 | | Interviewer role play |  |
| 12:15 – 1:15 | | *Lunch* | Lunch |
| 1:15 – 3:00 | | Practice fieldwork; five interviews each |  |
| 3:00 – 3:15 | | *Break* | Coffee and snacks |
| 3:15 – 5:00 | | Review of Supervisor Summary Form 1-2 | Form 1-2 |