

## **CURRICULUM DELIVERY**

### **Number of Participants & Seating**

- **In Person Trainings:** Each module is designed to be delivered to no more than 48 participants at a time. In order to facilitate interactivity, it is preferable to avoid seating participants in classroom/lecture hall/auditorium style (i.e., seated in rows, side by side). Participants should be arranged in advance into groups as follows:
  - **15 or more participants total:** Seat participants around a maximum of 8 round or rectangular tables, arranged into groups of at least 5 – but no more than 8 – participants per table. The purpose of arranging participants into these smaller groups is to facilitate the small group exercises contained within this curriculum. Take care to arrange the tables with sufficient spacing in order to accommodate participants' accessibility needs and to allow trainers to circulate.
  - **14 or fewer participants total:** If possible, arrange rectangular tables in an open U-shape, with participants seated around the outside of the U in a balanced manner. Arrange participants into 2 groups of no more than 7 participants each, seated on each side of the U. The purpose of arranging participants into these smaller groups is to facilitate the small group exercises contained within this curriculum. Trainers should be seated at the table perpendicular to the U at the open end, taking care not to block the U so that the trainers may circulate within the U.
- **Virtual Trainings:** This curriculum retains interactive elements (such as small group exercises) for virtual learning contexts. Take care to select a virtual platform that facilitates breakout sessions. It is preferable that at least one trainer (or assistants who are not participants and who are briefed in advance) attend each breakout session in order to assure that the participants are properly supported during small group activities. Examples of such support include making sure all participants understand the instructions for the small group exercise, or lightly helping participants through any lull in their small group's conversation. Therefore, the maximum number of total participants – and corresponding number of small groups – should reconcile with the number of trainers and assistants available to preside over each small group.

### **Supplies**

This curriculum is accompanied by a PowerPoint slide deck, which should be displayed via a projector, screen, and preferably a presentation remote control, or – if delivered virtually – by shared screen. Trainers will have access to a PowerPoint deck with speakers' notes, which should not be displayed.

All in person modules will require flip charts; prior to each module set up at least two flip charts with multi-colored wide markers and masking tape in the event that the flip chart paper is not self-sticking. Virtual modules should make use of Word or another application suitable to recording notes and observations.

Otherwise, this curriculum delineates necessary supplies at the beginning of each module, which should be prepared in advance to accommodate seamless transitions.

### **Timing**

In order to cover all of the information contained within this curriculum within the time allotted, take care to track time in order to start each module, commence and conclude breaks, and conclude each module on time. It is preferable that trainers who are not presenting inconspicuously cue their presenting co-trainer as to the amount of time left for any given subsection.