

**National Lethality Assessment Program—Maryland Model (LAP)
Training and Technical Assistance Project**

MNADV Responsibilities

1. MNADV staff will conduct an orientation session that will review training materials and training methods, the train-the-trainer curriculum, updated statistical and status information, logistical information regarding training dates and new travel policies.
2. MNADV will facilitate regular meetings, teleconferences, and emails discussing new or updated policies, status updates regarding OVW grant goals and site applications, comments and questions from the trainers, and recent trends.
3. MNADV staff will conduct or coordinate further training-related exercises for Trainers, including development of the LAP certification program.
4. MNADV staff will coordinate and facilitate the pre-training teleconferences outlined in “Trainer Responsibilities #3” and “Trainer Responsibilities #4.”
5. MNADV staff will coordinate the travel logistics for staff and Trainers to attend the on-site training, including booking transportation and hotel accommodations, communicating with host to confirm training site and time, and negotiating any training or protocol issues that may arise.
6. MNADV staff will attend the on-site training session, distribute the Attendance Sheet and Training Evaluations, and assist the Trainers and host site program representatives to conduct a smooth training session.
7. MNADV staff will serve as the co-trainer with the other National LAP trainer consultant.
8. MNADV will reimburse Trainers for travel-related expenses according to the MNADV Policy which will be provided prior to travel.

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