



## Training Site Memorandum

Team Coordinators are responsible for ensuring that all of the following accommodations are made well in-advance of the Train-the-Trainer session. If the Team Coordinator has any questions about meeting these needs, please notify MNADV.

### Space/Location Needs:

- Chairs and desk/table space for all participants
- Enough chairs for all participants
- Accessibility for participants with limited mobility
- Room with Internet connectivity (either WiFi or Ethernet)
- Wall with projector screen for PowerPoint presentation (or blank wall on which PowerPoint presentation can be displayed)
- Access to restrooms

### Technology Needs:

- Laptop with USB port for flash-drive (MNADV will bring flash-drive with Train-the-Trainer PowerPoint)
- Power cord for laptop
- Microsoft PowerPoint installed on laptop
- A media player installed on laptop that is compatible with ".wmv" movie files (Windows Media Player, QuickTime, RealPlayer, etc.)
- Projector
- Corresponding cords to connect laptop and projector
- Speakers
- Extension cord with additional outlets, if necessary
- Clicker to advance slides on PowerPoint
- If room and audience are large, microphones (preferably 2 lapel microphones, one for each MNADV trainer) may be necessary for accessibility.

### Material Needs for Presentation Activities:

- MNADV recommends that the Team Coordinator make name placards for participants. "Table tents" are the most effective (i.e., cardstock for participants to write their own names and place at their desk/table space so trainers can see).
- Either a white-board with dry-erase markers, or white flipchart paper with thick markers.

### Printed Needs for Participants:

\*\* Team Coordinators should print copies (preferably color) of each of the following documents for each participant expected to be present at the Train-the-Trainer session. See **Flash-Drive Memorandum** for more details.

- Domestic Violence Lethality Screen for Law Enforcement
- Train-the-Trainer PowerPoint
- Role Play Activities 1&2 (with script)

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