



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:

- 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

Material Needs for Presentation Activities:

- Flip charts and/or whiteboard
- Markers (permanent, or dry-erase)
- Pens, scratch paper for all participants

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)