

HIV Prevention Ambassador Training

Self-led training of trainers guide



The HIV Prevention Ambassador Training of Trainers (TOT) is a set of self-led training materials designed to prepare programmers and trainers to plan for and implement the HIV Prevention Ambassador Training and conduct follow-up with trained ambassadors. The training covers the components outlined in the HIV Prevention Ambassador Training Packages for Adolescent Girls and Young Women (AGYW), 4th edition, and the Diverse Version, 3rd edition. This TOT is designed to be completed individually or in small groups by reviewing the slides and completing the activities, and may take 6-8 hours total to complete. **If you prefer a live, facilitated training of trainers led by experienced ambassador trainers, please contact hello@roottorise.org.**

Learning Objectives

After completing this TOT, you will be able to navigate the HIV Prevention Ambassador Training Manual and Toolkit (for AGYW – 4th edition and Diverse Version – 3rd edition) and use the training package and supplemental materials to:

1. Effectively share information about foundational principles of human rights, sexual and reproductive health, gender, and HIV and AIDS with ambassadors
2. Review and share information about HIV pre-exposure prophylaxis (PrEP) methods – specifically oral PrEP, the PrEP ring, and injectable PrEP (cabotegravir and lenacapavir) – with ambassadors, including where to look for the latest national and global guidance
3. Guide ambassadors through activities that build their skills and confidence to educate and support their peers to make informed decisions, access PrEP, and use it correctly for as long as they need HIV prevention
4. Prepare ambassadors to respond to disclosures of violence and support their peers through challenging situations, when relevant
5. Support ambassadors to understand and reinforce their own boundaries and practice self-care
6. Create and implement an effective plan to select, train, and provide ongoing support to ambassadors

*This TOT is **not intended to instruct facilitators on the topics covered in the manual, or to replace basic facilitation skills training**. This TOT does not cover topics such as educational theory or managing difficult participants. It is recommended that anyone who will train ambassadors already has a background and some experience in facilitation and with the topics covered in the manual.*

Training Options

This training is designed to be flexible. It can be completed by one person who would like in-depth information on how to design and conduct their own ambassador training, or it can be used by one person to train a group. Suggestions for completing the training using each option are listed below:

1. **If you are an individual looking to complete the training on your own:**
 - o Review the slides at your own pace. Make sure to read the facilitator notes on each slide for further information. Because you will not have an opportunity for discussion, we suggest that you take notes on your responses to the quizzes, questions and discussion items listed in the slides and facilitator notes. Complete the "Planning Your Training" worksheet according to the instructions in the slides.
2. **If you will use these materials to lead a group through the training:**
 - o Review the slides in advance and make any adjustments needed for the group that you will be training, including any adjustments to the draft agenda outlined below. Use the facilitator notes on each slide to guide your group through the discussion and activities included in the training. Work with your group to complete the "Planning Your Training" worksheet as instructed in the slides.

Training Materials

1. **Facilitation Guide (this document)** – Provides the basic overview and steps for completing the TOT, as well as a sample agenda to guide the training
2. **HIV Prevention Ambassador Training Package and Toolkit** – All TOT participants should have access to the training package(s) and toolkit(s) that they will use in their programming. Read through these documents and familiarize yourself, and anyone else who will complete the TOT with you, with the content prior to the TOT. These can be found on the [Ambassador Training PrEPWatch page](#).
3. **Slide Decks** – The slide decks contain all presentation content, including facilitator notes, needed for the training. You may customize the content to fit your needs.
4. **Planning Your Training Worksheet** – This worksheet outlines key elements that you should consider as you plan to conduct the HIV Prevention Ambassador Training. This TOT reviews these key elements and offers the opportunity to think through the key elements individually or as a group, if you are leading a group through the training.
5. **Supplemental Materials** – The supplemental materials, including the sample agenda, pre- and post-test and answer key, and certificate of completion, are tools for TOT participants to use as they plan for their own Ambassador Trainings. Make sure you have access to the supplemental materials, which can be found on the [Ambassador Training PrEPWatch page](#).

Training Preparation

1. Identify TOT participants

The primary audience for this TOT is trainers who will be facilitating HIV Prevention Ambassador Training(s). You can complete this training on your own or lead your colleagues through the materials as a group.

Ambassador trainers should have some experience with both facilitation and the communities they will be engaging in the training. You should also be willing to learn about and discuss difficult topics and support future ambassadors to do the same. You can reference the "Facilitator Skills" section of the training manual for more detail on important traits for ambassador trainers.

It may also be useful for non-trainers to join the TOT. For example, programmers who support Ambassador Trainings or provide ongoing support to ambassadors may benefit from the TOT. Sponsors who are considering funding Ambassador Trainings or policymakers who wish to understand more about the training may also wish to attend. You can choose to open some or all of the TOT sessions to these individuals as you are planning for your TOT.

2. If possible, identify which version(s) of the training you will use

Although the TOT guides decision making about which version(s) of the Ambassador Training you will use, having a good idea of which version(s) of the training you might use will help the process go more smoothly. For example, if you will exclusively work with adolescent girls and young women, you can plan to reference that version throughout the TOT and spend less time considering elements of the Diverse Version.

3. Get to know the Ambassador Training

Familiarize yourself with the version(s) of the training that you plan to reference in the TOT. This could include reviewing the documents and/or attending a training carried out by a partner organization, if that is available to you.

4. Get to know the TOT materials

Review the TOT Facilitation Guide. If you will be leading a group through the TOT, make sure you are comfortable with the slide content and make any adaptations needed in advance.

5. Plan your logistics (if you will be leading a group through the TOT)

Make sure you and your participants will have access to a computer and reliable internet to see and hear the training contents and participate verbally or in writing during interactive elements. Develop a plan to either postpone sessions or have a backup access method in place in case there are technological or other logistical challenges.

Sample TOT Agenda

Session 1		
Time	Module	Notes
1 hour	Welcome & Introduction About this training Who is an ambassador? Navigating the HIV Prevention Ambassador Training	
10 minutes	BREAK	
50 minutes	Facilitator skills Key elements of planning your training	

Session 2		
Time	Module	Notes
1 hour	Foundational Knowledge Human Rights Gender & Violence Getting to Know Our Bodies HIV and AIDS – The Basics HIV Transmission & Prevention 101	
10 minutes	BREAK	
50 minutes	PrEP Methods Essential Knowledge: Oral PrEP, PrEP Ring, Injectable PrEP	

Session 3		
Time	Module	Notes
50 minutes	PrEP Methods Sessions Combination Prevention Making a Choice PrEP Ring & Our Bodies PrEP Journey Mapping Awareness Raising Advocacy Action Planning	
10 minutes	BREAK	
1 hour	Ambassador Skills Boundary Setting & Self-Care Responding to Disclosures of Violence Peer Support Skills Healthy Relationships & Supportive Partners	

Session 4		
Time	Module	Notes
1 hour	Rounding out your training Identifying & supporting ambassadors Tailoring your training	
10 minutes	BREAK	
50 minutes	Preparing for your training Closing & next steps	