**A white person in a magnifying glass

Description automatically generatedCancer Control Implementation Science Base Camp**

**Coordination Worksheet**

Consider the Capacity Building Worksheet and use those results to coordinate training that works for you!

**Select a Coordinator**

One person should be identified to serve as a training coordinator. The individual should be someone who has completed the Cancer Control Implementation Science Base Camp (CCISBC) training and possesses the skills to plan, instruct and facilitate the training. Specific responsibilities include:

* Design timeline based on the audience’s needs
* Review all materials from the George Washington (GW) Cancer Center’s Online Academy
* Review the suggested core components of the training listed in this worksheet
* Adapt materials to local context as needed
* Enact recruitment plan
* Enact communication plan
* Design interactive learning strategies
* Recruit panelists
* Coordinate logistics of training including online/ in-person accommodations
* Host technical checks with all team members involved
* Coordinate the interactive components of the training
* Enact evaluation plan

Name of Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Establish a Timeline and Schedule**

Preferred start date: \_\_\_\_\_\_\_\_\_\_\_\_ Preferred end date: \_\_\_\_\_\_\_\_\_\_\_\_

Are you interested in:

\_\_\_\_\_\_\_ Synchronous training (virtual or in person) with everyone in the same space

and time

\_\_\_\_\_\_\_ Asynchronous training with everyone not in the same space or time

\_\_\_\_\_\_\_ Hybrid of synchronous and asynchronous training

Include the following core components:

* Online Academy modules/ PowerPoint slides aligned with modules
* Companion Guide
* Adapt [here](https://www.canva.com/design/DAFG9XDd2FA/S2WR4GEVYnDzkP8GpuWXiQ/edit?utm_content=DAFG9XDd2FA&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton) with your own schedule and any other information

needed

* Implementation Blueprint
* Learner Survey and Overall Training Post-Evaluation
* Pre- and Post-Knowledge Surveys
* Follow-up Training Survey

Develop a timeline with the training unit summaries and schedule options shown below.

**Unit 1: Introduction to Implementation Science**

|  |  |  |  |
| --- | --- | --- | --- |
| **Content and Activities** | **Format** | **Time** | **Resources** |
| * Terminology * How to Apply Content * How to Integrate into Equity projects | Recorded presentation via Online Academy | 30 minutes | * Slide-deck * Breakout rooms * Companion guide * Implementation Blueprint |
| See Interactive Worksheet:   * Team Huddle: Introductions and   SMARTIE Objectives   * Large Group Debrief | Live discussion held in-person or virtually | 50 minutes |

**Unit 2: Mapping Context**

|  |  |  |  |
| --- | --- | --- | --- |
| **Content and Activities** | **Format** | **Time** | **Resources** |
| * Introduce context assessment * Explore tools for assessing context * Prepare to analyze contextual fit of   Evidence Based Interventions (EBIs) | Recorded presentation via Online Academy | 35 minutes | * Slide-deck * Companion guide * Implementation Blueprint |
| See Interactive Worksheet:   * Team Huddle: Mapping your Context * Large Group Debrief | Live discussion held in-person or virtually | 60 minutes |

**Unit 3: How to Find Evidence-Based Interventions for Cancer Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Content and Activities** | **Format** | **Time** | **Resources** |
| * Describe sources and examples of EBIs | Recorded presentation via Online Academy | 18 minutes | * Slide-deck * EBI online libraries * Companion guide * Implementation Blueprint |
| See Interactive Worksheet:   * Team Huddle: Choosing your EBI * Large Group Debrief | Live discussion held in-person or virtually | 60 minutes |

**Unit 4: Using Evidence and Theories to Inform Adaptation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Content and Activities** | **Format** | **Time** | **Resources** |
| * Identify key process steps in adapting EBIs | Recorded presentation via Online Academy | 16 minutes | * + Slide-deck   + Companion guide   + Implementation Blueprint |
| See Interactive Worksheet:   * Team Huddle: Plan for Adaptations * Large Group Debrief | Live discussion held in-person or virtually | 30 minutes |

**Unit 5: Using Evidence and Theories to Inform Implementation Strategies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Content and Activities** | **Format** | **Time** | **Resources** |
| * Proposing implementation strategies that fit needs of specific interventions | Recorded presentation via Online Academy | 1. minutes | * Slide-deck * Companion guide * Implementation Blueprint |
| See Interactive Worksheet:   * Team Huddle: Plan Implementation Strategies * Large Group Debrief | Live discussion held in-person or virtually | 45 minutes |

**Unit 6: Facilitating Implementation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Content and Activities** | **Format** | **Time** | **Resources** |
| * Deep dive into the technical and relational aspects of implementing an EBI in a real-world setting | Recorded presentation via Online Academy | 70 minutes | * Slide-deck * Companion guide * Implementation Blueprint |
| See Interactive Worksheet:   * Panel * Breakout Groups | Live discussion held in-person or virtually | 95 minutes |

**Unit 7: Evaluation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Content and Activities** | **Format** | **Time** | **Resources** |
| * Describe how to use a framework in evaluation * Measurable outcomes of implementation quality | Recorded presentation via Online Academy | 28 minutes | * Slide-deck * Companion guide * Implementation Blueprint |
| See Interactive Worksheet:   * Team Huddle: Evaluation Planning * Large Group Debrief | Live discussion held in-person or virtually | 85 minutes |

**Unit 8: Planning for Sustainability**

|  |  |  |  |
| --- | --- | --- | --- |
| **Content and Activities** | **Format** | **Time** | **Resources** |
| * Identify critical elements for   sustaining an intervention   * Describe how to integrate a sustainability tool into implementation planning | Recorded presentation via Online Academy | 25 minutes | * Slide-deck * Link for PSAT Website * Companion guide * Implementation Blueprint |
| See Interactive Worksheet:   * Team Huddle: Program Sustainability Assessment Tool (PSAT) * Large Group Debrief | Live discussion held in-person or virtually | 60 minutes |

**Training Schedule Examples**

The training units can be scheduled based on your capacity, audience and timeline. This Toolkit includes two approaches:

1. Three Day Intensive Training
2. Four Month Hybrid Training Program
3. **Three Day Intensive Training Schedule**

|  |  |
| --- | --- |
| **Time** | **Day 1 Workshop Content** |
| 1:00 – 1:05 pm | Welcome and Housekeeping |
| 1:05 – 1:30 pm | Presentation: Introduction to CCISBC |
| 1:30 – 1:45 pm | Team Huddle: Introductions and SMARTIE Objectives |
| 1:45 – 1:55 pm | Large Group Debrief |
| 1:55 – 2:35 pm | Presentation: Assess Your Context |
| 2:35 – 2:50 pm | Team Huddle: Mapping Your Context |
| 2:50 – 2:55 pm | Large Group Debrief |
| 2:55 – 3:00 pm | Stretch Break |
| 3:00 – 3:30 pm | Presentation: How to Find Evidence-Based Interventions |
| 3:30 – 3:50 pm | Team Huddle: Choosing Your EBI |
| 3:50 – 4:00 pm | Large Group Debrief |

|  |  |
| --- | --- |
| **Time** | **Day 2 Workshop Content** |
| 1:00 – 1:05 pm | Welcome Back, Review of Day’s Agenda |
| 1:05 – 1:20 pm | Presentation: Evidence and Theories to Inform Adaption |
| 1:20 – 1:30 pm | Team Huddle: Plan for Adaptations |
| 1:30 - 1:35 pm | Large Group Debrief |
| 1:35 – 1:50 pm | Presentation: Evidence and Theories to Inform Implementation Strategies |
| 1:50 – 2:10 pm | Team Huddle: Plan Implementation Strategies |
| 2:10 – 2:20 pm | Large Group Debrief |
| 2:20 – 2:25 pm | Stretch Break |
| 2:25 – 2:40 pm | Facilitate Implementation: Breakout Groups |
| 2:40 – 4:00 pm | Facilitate Implementation: Panel |

|  |  |
| --- | --- |
| **Time** | **Day 3 Workshop Content** |
| 1:00 – 1:05 pm | Welcome Back, Review of Day’s Agenda |
| 1:05 – 1:45 pm | Presentation: Evaluation |
| 1:45 – 1:55 pm | Stretch Break |
| 1:55 – 2:30 pm | Team Huddle: Evaluation Planning |
| 2:30 – 2:40 pm | Large Group Debrief |
| 2:40 – 3:10 pm | Presentation: Plan for Sustainability |
| 3:10 – 3:30 pm | Team Huddle: PSAT Assessment |
| 3:30 – 3:40 pm | Large Group Debrief |
| 3:40 – 4:00 pm | Report Out of Key Takeaways and Evaluation |

**B. Hybrid Training Program Schedule**

|  |  |
| --- | --- |
| **Week** | **Workshop Content** |
| Week 1 | Introduction to Base Camp [synchronous] |
| Week 2 | Mapping Context Part 1 [asynchronous] |
| Week 3 | Mapping Context Part 2 [synchronous] |
| Week 4 | Using Evidence & Theories to Inform Implementation and Adaptation Part 1 [asynchronous] |
| Week 5 | Using Evidence & Theories to Inform Implementation and Adaptation Part 2 [synchronous] |
| Week 6 | Using Evidence & Theories to Inform Implementation Strategies [asynchronous] |
| Week 7 | Facilitating Implementation [synchronous] |
| Week 8 | Evaluating Implementation [asynchronous] |
| Week 9 | Sustaining Implementation [asynchronous] |
| Week 10 | Wrapping Up Webinar Presented to Stakeholders [synchronous] |

**Tailor Content**

This Toolkit is designed for tailoring to fit your context and needs. Take time to revise the timeline, schedule and overall coordination to fit your needs.

* Review your notes from when you took the training
* Review the core components of the training listed above
* Identify any areas of the non-core component content that need to be adapted
* Make changes or add resources as needed
* Create a run of show using facilitator information, time/ schedule and other details needed to keep training on track

# Decide which of the following adaptable components will be used and how:

|  |  |
| --- | --- |
| Which Component | How? |
| Recruitment plan and materials |  |
| Recruitment videos |  |
| Technical checks |  |
| Interactive learning activities |  |
| Supplementary Resources from modules |  |
| Final Wrap-Up session/ presentations |  |