

Session 4 Administrative Issues.....15 minutes

Step 1 Invite the local organizer to explain any administrative issues such as:

- Arrangements for lunch and teas
- Starting and ending time
- Location of the toilet facilities
- Any travel arrangements
- Reading and reference materials
- Availability of CD-roms
- Arrangements for photocopying if necessary
- Use of library/computer facilities

Step 2 Distribute workshop files, training materials and any stationery that is needed to get started. Explain how the files for participants are organized and what they contain.

Ask participants to volunteer to be the eyes and ears of the workshop. Their task is to report back on the following day on the previous day's training went.

Step 3 Ask if there are any questions.

End this session by asking for a volunteer to perform a game or exercise. If none is forthcoming, do the following:

House-tree-dog

The purpose of this exercise is to experience and reflect on one way and two way communication and mutual understanding.

Divide the participants in pairs. Give each pair a sheet of newsprint and a marker and tell them to sit on the floor, face to face, with the paper between them. Tell them to remain silent from the moment they get their newsprint and then give the following instructions: 'Without talking, hold the marker and jointly draw a house, a tree and a dog. Then, without talking, jointly sign your common picture with the name of a well-known artist. You are allowed to talk when everyone has finished the drawing.'

When all the pairs have completed their drawings, if time allows, each pair presents the picture to the group and explains their experience in creating a common picture.

**Discussion/
Evaluation**

Process this exercise by discussing what went on between the pairs to create the picture. **Point out the differences between one way and two way communication so that these concepts are understood.**

Title:

Basic Facts about HIV and AIDS

Objectives:

By the end of this session, we will have:

- explained the facts about HIV and AIDS;
- described the modes of HIV transmission;
- explained the life cycle of HIV;
- presented an overview of the status of the global epidemic;
- analyzed the demographic and health effects of the epidemic.

Purpose:

The purpose of this session is to introduce the basic concepts of HIV and AIDS.

Time:

2 hours 45 minutes

Session

Overview:

5. The Basic Facts about HIV and AIDS, HIV transmission and the Life Cycle of HIV (1 hour)
6. The Status of the Global Epidemic (1 hour)
7. The Demographic and Health Effects of the Epidemic (45 minutes)

Materials:

Newsprint and markers, or board and chalk, masking tape, participants' files, copies of objectives in participants' files,

VIPP cards

Advanced

Preparation:

Write three cards with the message, 'After you read this, don't follow any of my instructions until I say return to your seats'. Write the remaining cards with 'Follow all my instructions' including three cards with a small 'c' in the

upper right hand corner, one card with a small 'z' and one card with a small 'x'.

Have the PowerPoint presentations ready to show. **Ensure that country specific examples and data** are included.

Have the video on HIV ready to show (if it is appropriate for the participants).