PROPOSAL DEVELOPMENT TRAINING
FOR AMERICAN INDIAN COMMUNITIES
(Train-the trainer Workshop Lesson Plan)
2016 Seattle

AAIP 2015 ©

Acknowledgements:
AAIP/CDC
June Strickland, Ph.D.RN
Designer and Facilitator
The goal of this train-the-trainer workshop is to prepare American Indians to use a proposal development training manual and video modules developed by Dr. June Strickland to support tribes in implementing proposal training in their communities. This lesson plan contains an outline of the workshop goal and objectives, a lesson plan for implementing the training, as well as copies of all needed materials including an evaluation form. One power point is also included to use throughout the workshop. This workshop has been designed to be completed in one half day in about 3-4 hours.

As may be noted in the lesson plan, the first part of the day is devoted to introductions and the provision of an overview of the manual. The second part of the day is devoted to small group discussion of implementation considerations.

This training has been copyrighted by the Association of American Indian Physicians (AAIP). Copying, distributing, or charging for this lesson plan is prohibited without the written permission of the AAIP.
Training Goal:
To familiarize participants with the AAIP Proposal Development Training Manual, including the content, format, lesson plans, and how to use the manual.

Objectives: At the end of this training, participants will:

1.) Know and be able to describe the history of the development of this Proposal Development Training Manual and related video tapes;
2.) Be able to identify their community needs for proposal development training;
3.) Know the content of the Training Manual and how to use it;
4.) Identify steps to take if they are able to implement pilot training using the Proposal Development Training manual in their communities.
MATERIALS NEEDED:

1.) Power Point Introduction and Overview
2.) Copies of the Proposal Development Training Manual
3.) URL Link to the training video tapes:
   http://nursing.uw.edu/person/c-june-strickland/
4.) Assessment questionnaire
5.) Questions for small group discussion about implementation
<table>
<thead>
<tr>
<th>TIME</th>
<th>TOPIC</th>
<th>METHOD/MATERIALS</th>
<th>OBJECTIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction/Overview</td>
<td>Opening Prayer</td>
<td>#1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Power Point Discussion</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Goal/Objectives format</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>For the session</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assessment of participants</td>
<td>Group discussion</td>
<td>#2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ask participants to share Information about their needs</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>And experiences in grant writing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Optional: complete A questionnaire</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>______________________________________________________________________________</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BREAK</td>
<td>Review of the Manual</td>
<td>#3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Discussion/ Copies of the Training Manual and Link to the website for viewing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>One training videotape</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Implementation Issues</td>
<td>Small Group Discussion and report on if and how Participants might use the Manual in his or her Community</td>
<td>#3</td>
</tr>
<tr>
<td></td>
<td>Evaluation</td>
<td>Copies of the Evaluation Form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lunch</td>
<td>None</td>
<td>#4</td>
</tr>
<tr>
<td></td>
<td>Next Steps</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INTRODUCTORY ASSEMENT OF PROPOSAL DEVELOPMENT NEEDS

1. List 2-3 reasons your community may need to write health related grant proposals.

2. Who writes health related grants in your communities?

3. Who may need to be trained to write health related grants? How many?

4. Have you written a health related grant? What do you wish you had known about grant writing? Discuss.
SMALL GROUP DISCUSSION
ON IMPLEMENTATION QUESTIONS

How might you use this training manual in your community?
Examples: a.) Individual reference
   b.) Provision of training for group/s in the community? If so who?
   c.) Partnering with other tribes to provide training
   d.) Other, describe

Discuss possible implementation approaches and when you might implement.
Examples: a.) In 30-1 hour segments over lunch
   b.) 1- 2 hours over several weeks
   c.) One day workshop shared with other tribes
   d.) Other

Discuss any other issues in implementation and needs you have in your community related to implementation.
EVALUATION

1. Have you written a grant before attending this workshop?
   (Circle your answer.) YES NO

2. Have you participated in grant writing training before?
   (Circle your answer.) YES NO

3. Were the objectives outlined in this training met for you?
   (Circle your answer.) YES NO Somewhat

4. If your answer to #3 was YES, what was most helpful in this workshop?

5. If you answer was NO or Somewhat, what else were you hoping to learning? Discuss.

6. Are you interested/able to implement this training in your community as a pilot? If so, provide your contact information so that we may support you in this effort.

7. If yes to #6, how many people do you expect to include in training.