



Miami-Dade HIV/AIDS Partnership Member Training Checklist

Miami-Dade HIV/AIDS Partnership members are required to complete trainings as indicated below within three months of the beginning of your membership term.

Please keep this checklist for your records.

REQUIRED

☐ **Miami-Dade HIV/AIDS Partnership New Member Orientation and Training (NMO)**

A comprehensive 3-hour training including an overview of the Ryan White Program, understanding the Partnership Bylaws, and expectations and responsibilities of members.

This training is conducted by BSR staff via Microsoft Teams and typically held quarterly. Training dates and the complete NMO Manual are posted online at <https://partnershipmiami.org/partnership/#orientation1>.

Completion Date: _____

☐ **Miami-Dade County Advisory Board Member Ethics Training**

<http://ethics.miamidade.gov/training-county-advisory-board.asp>

Training sessions are conducted via Zoom usually on the third Wednesday of each month, from either 8:00 a.m. to 9:30 a.m. or 12:00 p.m. to 1:30 p.m. Please register in advance by enrolling online, then selecting the class date.

1. Register at https://w85exp.miamidade.gov/coetrainingpayweb/COE_Login.jsp using your business information (if applicable). You will indicate the Partnership information in Step 2:
2. You will receive a Zoom link 24 to 48 hours before the class. When you receive the link, indicate the name of your advisory board as “Miami-Dade HIV/AIDS Partnership.”

Completion Date: _____

☐ **Miami-Dade County Preventing Sexual Harassment Training**

1. Go to: <https://www.miamidade.gov/global/humanresources/fair-employment/training.page>:
 - ☐ Register for an instructor-led course; *or*
 - ☐ Watch the video (1 hour, 12 minutes): “Preventing Sexual Harassment (PSH): Sexual Harassment Prevention Training for County Advisory Board Members”
2. Submit the completed Acknowledgment Form to woody.remy@miamidade.gov; Acknowledgment Form: www.miamidade.gov/humanresources/library/sexual-harassment-prevention-training-acknowledgment-form.pdf.

Completion Date: _____

RECOMMENDED

☐ **Get on Board! Member Enrichment Training**

Virtual training series covering topics such as Understanding Monthly Reports, Recruitment Strategies, Ending the HIV Epidemic, Needs Assessment, Integrated Planning, Meeting Terminology, and more! Sessions are held via Microsoft Teams. Registration is required. Registration links and previous training presentations are available online at <https://partnershipmiami.org/partnership/#getonboard1>.



☐ **Report for Action! Partnership Meeting Preparation Briefing**

Monthly primer to facilitate understanding of action items and motions brought before the Partnership. Details at <https://partnershipmiami.org/partnership/#reportforaction>.

Please contact mdcpartnership@behavioralscience.com if you need assistance accessing any training courses or if you have questions regarding membership requirements.