

HIV AND AIDS MANAGEMENT IN WORKPLACE TRAINING

DATE: 27TH – 31ST JANUARY 2020

VENUE: LAKE NAIVASHA COUNTRY CLUB

**COST: KSHS 87,500 (EXCLUDING VAT) PER
PERSON**

NITA REGISTERED: NITA/TRN/916

INTRODUCTION

According to a recent report, approximately 1.6 million Kenyans are living with HIV. The current prevalence rate is 4.7% among ages of 15 to 49 years. Given these realities, organizations must act now to prevent further HIV infections, and to care for and support the millions of people already infected and affected. An expanded response must include greater investment in training to help those in a position to act – both inside and outside of government– to keep up with the ever-increasing demands of what is proving to be one of the most complex, persistent and deadliest pandemics in recorded history. Therefore, this course on HIV and AIDS Management in the workplace is critical.

As HIV becomes more of a chronic disease and people living with HIV and AIDS live longer, disclosure of HIV status is encouraged as a way to reduce sexual risk behaviour and transmission of the virus, decrease stigma associated with HIV, and increase access to support and care. However, there are also several potential negative consequences associated with HIV disclosure such as domestic violence and abuse, abandonment, and discrimination, which can serve as viable reasons for nondisclosure. Few have examined disclosure of HIV clients (male or female) to others in the social network and how reasons for disclosure and nondisclosure may differ by the gender and age of the one disclosing, and the nature of the relationship to the recipient of disclosure.

The impacts of HIV and AIDS on any given sector of society are multiple and complex. No government, organization or individual involved in HIV/AIDS prevention, care, treatment and support activities has all the skills, knowledge, and experience to be optimally effective without some form of basic or additional training. This training may range from STD control, counselling, testing and community care to behavior change, managing and planning. Providing quality courses and other training opportunities is a tried and tested way of increasing the effectiveness and productivity of management, workers and volunteers in the workplace.



COURSE OVERVIEW AND OBJECTIVES

The overall objective of the HIV and AIDS Management in workplace training is to:

1. To engage, inspire, innovate and advocate in partnership with all stakeholders working towards the end of HIV/AIDS through prevention measures and comprehensive care and treatment for all particularly in workplaces.
2. To equip workforces with information, facts and myths about HIV and AIDS prevention and a better practice of living with HIV/AIDS for those infected.
3. To equip staff on basic counselling skills and have more HIV champions in the offices
4. To understand the legal and ethical principles of HIV/AIDS management in the workplace.
5. To embrace an integrated approach and strategies for HIV/AIDS management in the workplace.
6. To broaden the understanding that the same barriers that have fuelled the epidemic over the past 30 years still exist today and need to be broken down including stigma, discrimination and repressive policies, attitudes and practices. These impede the application of scientifically proven prevention and treatment options and violate the human rights of those affected.
7. To raise awareness that progress in responding to the AIDS epidemic is being achieved at different speeds, new infections continue to rise due to funding, structural, policy and political challenges.
8. Increase awareness to workplace and consequently their families on HIV /AIDs facts and management. It is clear that many people are still being 'left behind' in HIV prevention, diagnosis, treatment and care. Solutions require partnerships with people living with HIV and disproportionately affected populations.
9. To acknowledge the pivotal role adopting healthy lifestyle for those infected; focus on HIV/AIDS and Nutrition.
10. Create the key role of emotional intelligence when handling colleagues in our organizations.
11. To assist in fostering the current scenario for HIV and AIDS, including the cross-cutting issues of criminalization, gender-based violence, sexual health rights and stigma and discrimination.
12. Understand the legal and ethical principles of HIV/AIDS in the workplace

BENEFITS TO PARTICIPANTS

The benefits derived from this training are immediate. This training is an investment in the future of your organization and your employees of which the return on investment is immediate. Building skills and improving knowledge helps your staff to gain skills and ensure a high degree of competency and confidence in matters of HIV and AIDS and its prevention in the workplace. There is an ancient Chinese proverb that says: ***“Give a man a fish and you feed him for a day. Teach a man to catch fish and you feed him for a lifetime.”*** Participants will learn other skills that will safeguard their health, welfare and safety including:

1. Taking an HIV test can also provide an opportunity to screen and test for other illnesses, such as tuberculosis, hepatitis, high blood pressure and diabetes. Saving money and saving lives.

2. By deciding to know their HIV status, employees are empowered to make choices about their right to health.
3. An HIV test result opens the door to accessing the range of HIV prevention options available depending on a person's HIV status to keep themselves and their loved one's HIV-negative.
4. Counseling staff and their families, and participate in treatment planning;
5. Emerging with a comprehensive set of skills to help affected staff identify and change beliefs and behaviors connected to addiction;

BENEFITS TO YOUR ORGANIZATION

The benefits of HIV and AIDS training to your organization include:

- ♣ It encourages your workforce to get tested and know their status. The more your company and the individual employee know about their status, the more help and better assistance businesses can offer.
- ♣ Increased awareness of safe practices to prevent HIV infection results in people being more careful and ultimately decreases infection rates.
- ♣ HIV/AIDS Awareness programmes help people become aware of the levels of care and treatment, whether they are living with HIV or caring for someone with this disease.
- ♣ It gives organizations the chance to invest in the communities by creating awareness and educating the workforce who pass down the knowledge to their community members. These courses also help infected employees understanding how to live with HIV/AIDS and make a positive contribution towards society.
- ♣ They help co-workers understand how to work together with HIV infected people, as a unit and not to stereo type or discriminate against those. These programmes help everyone to understand the disease, to boost staff morale and create better employer/employee relationships.
- ♣ The will enable the organization to set up and implement effective policies at work in regards to HIV/AIDS .

PRE-REQUISITES

Intense desire to learn practical, pragmatic techniques and best practices required prevent and create awareness on HIV and AIDS in the workplace.

WHO SHOULD ATTEND?

This training program is recommended to all staff in an organization. It is relevant to staff of all cadres including but not limited to:

- C-Suite Executives
- General Managers
- Heads of Departments
- Senior Managers
- Staff who deal with Employee Guiding and Counselling
- Peer Counsellors
- Branch managers



- Sales and Marketing staff
- PR and Communication staff
- PR Supervisors and Managers
- Human Resource Staff
- Accounts and Finance Staff
- Front Office Staff
- Personal Assistants & Administration
- Secretaries
- Drivers and Transport Staff
- Procurement Staff
- Operations Staff
- Technical Staff
- ICT Staff
- Legal Personnel
- Peer Counsellors
- Technical Staff

OUR METHODOLOGY

At DGMB, we have spent a couple of years developing and refining our training approach in this area. Our methodology has several features that will ensure your staff experience a robust and relevant program; one that strengthens team dynamics and the organization deliver improved results. Some of the highlights of our unique approach are:

♦ **Reduced Emphasis on Formal Training**

We base our course designs on the 70:20:10 paradigms. Research indicates that about 70% of what adults learn is through on-the-job experience, 20% through social learning, and 10% through formal training. We present information in ways that engage participants and generate plenty of discussion and sharing of experiences. We also provide individual and group assignments that encourage participants to integrate new concepts into their daily work.

♦ **Practical and Relevant Content**

In assessing and designing customer service and communications skills course, we remembered Hermann Ebbinghaus' famous 'forgetting curve' that shows we forget 50% of learned material within one hour unless it is put into practice. Our needs analysis and instructional design practices produce engaging, real-world learning materials, customized so that participants relate fully with the content.

♦ **Employing the Wisdom of Renowned Management Thinkers**

We employ the wisdom of renowned academics and authors on business and management like Henry Mintzberg who believes that:

- ✓ management should emphasize teamwork, rather than rely on heroic individualism
- ✓ effective staff are reflective in the context of taking action
- ✓ management development works best as social learning in small groups

♦ **Research-supported Methods**

Our training delivery is always informed by research on adult learning principles and by our experience as organizational development consultants, instructional designers and facilitators. Consequently, we include plenty of opportunities for learners to apply key concepts, using scenarios and simulations, personal action plans, accountability partners, and other techniques.



These methods ensure participants retain what they have learned, apply what they have learned quickly, refine their approach, and internalize learning for long-term use.

♦ **Uncommon Focus**

Few training firms follow good design principles consistently because it takes time, sustained focus and clarity. Compared to other strategies and methodologies, Inspired Kenya's office skills program will:

- ✓ Help you build strong internal communities
- ✓ Help staff learn more rapidly
- ✓ Build in lasting change through reflection
- ✓ Create working teams that are more cohesive, resilient, and productive

In this we have combined the following training approaches:

- i. Presentations through lecturing, group exercises, demonstrations and group discussions including presentations to enable interactions between the facilitators and the participants and among participants.
- ii. Discussions on topical issues arising from the various sessions and during the scheduled plenary discussions.
- iii. Citation of real case scenarios to enhance understanding of the core concepts, issues and training strategies
- iv. Role play, games and hands-on exercises
- v. Held plenary sessions to identify way forward

DGMB has deployed modern training aids aimed at making the training more exciting, inspiring and interesting. The teaching aids are numerous and serve different purposes. We used the following teaching aids to be very effective in capturing the imagination of the trainees:

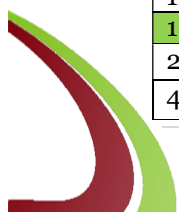
- ✓ Overhead Transparencies (Colored power point slides), Demonstrations and emailed training materials to each participant.

COURSE DURATION

The course duration is **five (5) days** that will run as per our training programme below. The length of the training is adequate to cover the entire course as shown in the timetable and course programme below.

DAY ONE	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Introduction to HIV/AIDS Management
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	HIV & AIDS Facts and Misconceptions
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	HIV & AIDS at Workplace

4:00 pm – 4:30 pm	Coffee/Tea, Wrap Up & End of Day One
DAY TWO	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Resource Mapping in HIV Management
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	HIV & AIDS in Social Settings and Social Economic Status
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	Legal & Ethical Principles in HIV & AIDS
4:00 pm – 4:30 pm	Coffee/Tea, Wrap Up & End of Day Two
DAY THREE	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Integrated Approach in HIV Management
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	Basic Counselling Skills in HIV Management
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	Understanding HIV Prevention Techniques
4:00 pm – 4:30 pm	Coffee/Tea, Wrap Up & End of Day Three
DAY FOUR	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	HIV and Drug Abuse
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	HIV and Nutrition
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	Leveraging on Technology in HIV Management
4:00 pm – 4:30 pm	Coffee/Tea, Wrap Up & End of Day Four
DAY FIVE	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Understanding Emerging Trends in HIV & AIDS
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	Role of Emotional Intelligence in HIV Management
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	The Way Forward
4:00 pm – 4:30 pm	Coffee/Tea, Wrap Up & Close of Training



CERTIFICATE OF PARTICIPATION

After attending this course, each participant will be awarded certificates.

YOUR COST OR INVESTMENT

The training fee is **Kshs 87,500 excluding VAT**, per participant, for the entire duration of the course. This will cover our charges, costs of course preparations, training materials, lunches and refreshments. Participants will cater for their travel and accommodation costs where applicable.

TRANSPORT AND ACCOMMODATION

Participants are responsible for their transport and accommodation for the entire duration of the seminar.

ADMINISTRATION DETAILS

Dates: 27th – 31st January 2020

Time: 8:00 a.m. – 5:00 p.m.

Venue: Lake Naivasha Country Club

Attire: Smart Casual

For enquiries or registration call [David](#) or [Caroline](#) on: (+254) 722 352 680/ (+254) 717 968 342 or Alternatively Email: dgmbfinance@gmail.com.

QUALITY ASSURANCE

DGMB Training Solutions Ltd strives to provide you with the most productive, effective and value for money training experience possible. If after completing the course you feel there is some way we can improve, please write your comments on the evaluation form provided upon your arrival.

TERMS AND CONDITIONS

Disclaimer: All registrations are subject to session availability. All speakers, sessions and prices were confirmed and correct at the time of printing. DGMB Training Solutions Limited reserves the right to change speakers and program details as required in addition to making changes to the schedules, venue or cancel the event altogether.

Privacy notification: DGMB Training Solutions Limited respects the privacy of individuals, their sponsors, Organizations and acknowledges that the information you provide on registration form is confidential and third parties would not have access to. DGMB Training Solutions Limited collects this information for purposes of processing your registration and providing you information (via email and/ or mail) on upcoming events, specific products and





services provided by or associated with DGMB Training Solutions Limited. Kindly register by 5pm, two working days prior to the training to enable us to cater for your course materials and catering requirements.

Notice of withdrawal: Unless written notice of withdrawal is received before the closing date of the programme, the full fee is still due in the event of non-attendance. However, DGMB Training Solutions Limited accepts replacement(s) or substitution, made in writing, prior to the programme's commencement date. However, no substitution of participant(s) is allowable after the commencement of the training.

HOW TO PAY

1. Issue a Cheque in the name of "DGMB Training Solutions Ltd" or
2. Remit the Training fees via RTGS or Electronic Funds Transfer (EFT) to our Bank, the details are: - Account Name: - DGMB Training Solutions Limited, Bank: Cooperative Bank of Kenya, Branch: City Hall Branch, Nairobi, Account Number: - 01148231039600 and Branch Code: - 11049.

