

# AHEC Veterans Mental Health Project

## RECOMMENDED PLANNING TIMELINE

(adapt as needed)

### 3 months/12 weeks prior to training

- Communicate to appropriate people the intent to offer this training
- Make a list of potential partners and planning committee members
- Have first planning meeting – make decisions about
  - Topic
  - Length of training
  - Date
  - Location/alternate locations
  - Speakers/possible speakers – including color guard and singing/playing of national anthem
  - Target audience
  - Continuing education credits to offer
  - Budget/fiscal contributions/registration fee
  - Marketing materials and timeline
  - What agency will accept registrations and how will that happen
- Secure location
- Contact and confirm speakers
- Contact organization to provide continuing education credits – get appropriate documents to them (**NOTE:** See “Providing Professional Education Credits” in this Section for more information)
- Design marketing materials

### 2 months/8 weeks prior to training

- Email/mail marketing materials
- Accept registrations
- Identify audio-visual equipment speakers will need
- Contact and confirm caterer (if food provided)
- Arrange for speaker travel (if needed)
- Have planning committee meeting to update on status of all activities

### 1 month/4 weeks prior to training

- Decide on location setup
  - Theater style (chairs only)
  - Classrooms style (tables and chairs)
    - Tables and chairs in rows
    - Tables and chairs in U shape
    - Tables and chairs in square
- Continue marketing program
- Make hotel reservations for speakers (if needed)
- Have planning committee meeting to update on status of all activities

### 2 weeks prior to the training

- Confirm audio visual equipment available for training site
- Continue marketing
- Have planning committee meeting to update on status of all activities

### 1 week prior to the training

- Receive handouts from speakers (if applicable)
- Duplicate handouts or email to participants - copy the handouts for the PowerPoint presentation as “handouts” with 3 to a page and copy on both sides. If you email the handouts to the participants, give them the above instructions.
- Continue marketing
- Confirm numbers to caterer
- Confirm audio visual equipment is available and is working
  - Laptop with cord connected to an LCD projector
  - Wireless microphone (if needed)
  - Remote control for changing slides
  - Internet access & Computer Speakers – will be required for 4-hour curriculum
- Print name badges (if appropriate)

### Day after the training

- Send thank you letters to the speakers
- Send thank you letters to training sponsors
- Process bills for payment
- Aggregate Vets Mental Health Participant Registration and Evaluation Results & copy to reporting spreadsheet.

### 1 week to 30 days after training

- Complete Vets Mental Health Follow-up Evaluation with a random sample of 2% of participants.
- Add Follow-up Results to reporting spreadsheet, and email to A-TrACC at [info@atracc.org](mailto:info@atracc.org).