



## Miami-Dade HIV/AIDS Partnership Member Training Checklist

Partnership, committee, and subcommittee members are required to complete trainings as indicated below within three months of the beginning of your membership term. If you need assistance accessing any of these links or if you have questions regarding membership, please contact [mdcpartnership@behavioralscience.com](mailto:mdcpartnership@behavioralscience.com).

*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 [www.aidsnet.org/the-partnership#orientation1](http://www.aidsnet.org/the-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 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](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 Sexual Harassment Prevention Training**

1. Watch the video (1 hour, 12 minutes): Preventing Sexual Harassment (PSH): Sexual Harassment Prevention Training for County Advisory Board Members:

<https://www.miamidade.gov/global/humanresources/fair-employment/training.page>

2. Return the completed Acknowledgment Form to: [mdcpartnership@behavioralscience.com](mailto:mdcpartnership@behavioralscience.com)  
Acknowledgment Form:

<https://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!

**Get on Board! Partnership Meeting Preparation Sessions**

Monthly primer to facilitate understanding of action items/motions brought before the Partnership.

All Get on Board Training dates are posted on monthly calendars. Sessions are held via Microsoft Teams. Registration is required. Registration links and previous training presentations are available online:

[www.aidsnet.org/the-partnership#getonboard1](http://www.aidsnet.org/the-partnership#getonboard1).

