1. **CODE NAME**	**Child Code (if applicable)**	**DEFINITION**	**ANCHOR QUOTES**	**NOTES**
(ex. passion)			Any powerful quote we want to highlight for easy access (from the data)	
Staffing Needs	Team-Presenter communication	Relating to session organizers/CPRC team members meeting with or communicating with speakers regarding the session, including communication style, frequency, needs, and challenges	"I met with her before the workshop." "I had to Zoom with her." "I sent her back the presentation. I was like take a look at this. Is there anything like last minute changes or is this good?"	•
Staffing Needs	Team communication	Relating to session organizers and other team members within CPRC communicating with each other, including communication style, frequency, needs, and challenges.	"If I had a question, I could talk to Vikrant but also, I knew exactly what I had to do and I had someone to go to if I needed any help." "I sent it to Vikrant, and he looked at it as well."	•
Staffing Needs	Team-Attendee communication	Relating to team members within	"letting people know, there was going to be a session at this date	•

		CPRC communicating with session attendees, including communication style, frequency, needs, and challenges.	and time and what the title was and who was presenting." "I worked with Vikrant to come up with the email that went out, just letting people know about the session."	
Staffing Needs	Personnel needs	Relating to roles, number, or time for staffing required for effectively executing the training program, including pre-planning, session execution, and post session needs. This also includes suggestions to decrease amount of personnel needs.	"I would work with Dr. Blair if she needed anything during the session" "One was enough for this one because it was pretty straightforward." "When you have too many people you kind of get confused like what your specific role is."	•
Staffing Needs	Personnel quality	Relating to the quality or skill level of program staff or presenters and the effect on the training program.	"Vikrant was more experienced than me would kind of guide me if I needed any help or if there was anything I was confused on or if there's something more technical and advanced that I just was not experienced to be able to do."	•

Training Program	Access	Relating to steps, procedures, tools, needs, and challenges with access to the program or individual sessions	“SharePoint is not that easy to navigate”	•
Training Program	Outcomes/Assessment	Relating to the perceived, expected, or desired outcomes of training or sessions, or the measurement or assessment of outcomes.	“a lot of people were sparking different types of conversations” “you felt kind of like a part of this work” "what kind of lead to the most successful outcome and best knowledge retention.”	•
Training Program	Tech needs	Relating to technology requirements or resources in designing, creating, accessing, or analyzing sessions or the training program at large.	“I just go online. I go on the website and look at who has completed what they're supposed to do, make sure that they have done the training, and if they have then we send them our certificate.”	•

Training Program	Decision making	Relating to how or why decisions regarding the training program were made, including who was involved in decision making.	“accumulating all of that and just kind of trying to find you know like a decent version of all three that fit into an hour.” “we went slide by slide and she kind of looked over and was like--Is it accurate? Is it still needed for this year? Is it conveying what she wanted to say? And to just check it off, like, yep that's good. Oh no this needs to be changed.”	•
Training Program	Barriers	Relating to barriers encountered that limited the training program, suggested solutions for barriers, or efforts made to overcome barriers.	“We also didn't have money so there's so many challenges and for the challenges that we were up against, like not having any money and trying to make it work, through that, having a specific timeline by which we wanted to have a training done, I think we did a really good job.” “I think that we... the only problem is that we kind of...there needs to be a lot of people who have time and medical students don't really have time.”	•

Training Program	Training platform	Relating to the selection, organization, use, benefits, and challenges of the training platform used.	"Our organization uses SharePoint for General CPRC staff maintenance of the org. And I was just hoping to keep everything in one place."	•
Session Planning	Content	Relating to the content of the training programs, either current or suggested changes, including issues regarding quality.	"the only session that was targeted towards mental health." "we just tried to make it as introductory and comprehensive as possible."	•
Session Planning	Sources	Relating to what sources informed the creation of or modification of the training program.	"Dr. Hilado also had some versions that she had used for other presentations in the past" "We had this presentation like already premade, which is really nice for us from the previous year."	•
Session planning	Session format	Relating to session format, including tech used, presentation style, audience size, and challenges.	"She presented a workshop" "there was a second session that was more of a small group"	•

			“I mean it's you know it's been recorded, and it's being accessed by different people.”	

Outcomes:

What were the resources needed to put on this training program, both human resources and tech resources? Were those resources maximized? Would different resources or different use of resources have changed the outcome?

What factors affect the sessions’ efficacy? What factors affect the sessions’ quality? Was this training program sufficient to educate the attendees?