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**Reflections on Training Worksheets**

**Planning Your ‘We’re Ready’ Workshop**

**Part 1. Good, Bad and Ugly Training Events**

Consider the training events that you have attended in recent years.

|  |
| --- |
| **My Most Positive and Memorable Training (face-to-face or on-line)**  What factors make this event stand out as positive in your mind? And why?  How can you incorporate these factors into your ‘We’re Ready’ training event? |
|  |
| **My Most Negative Training (face-to-face or on-line)**  What factors make this event stand out as negative in your mind? And why?  How can you avoid these factors in your ‘We’re Ready’ training event? |

**Part 2. Political Challenges in Disaster Preparedness**

You have been learning a great deal about neighbours supporting neighbours in times of disaster. This concept excites you so you would like to organize some training events to build the capacity within the community in this realm.

As you start to talk with colleagues and community leaders about ‘We’re Ready’ training, you are not getting the response you had expected. There is a hesitancy and you are feeling an elephant in the room but can’t identify what the real issue is. This hesitancy surprises you.

* What could you do to identify the issues/challenges?
* How could you ensure that there is a correct understanding of the idea of neighbours helping neighbours?
* What if you determine that leadership has a misconception of what neighbours helping neighbours is all about?
* How can you open the dialogue and clear up the misunderstandings that exist?

**Part 3. ‘We’re Ready’ Training Delivery Plan**

You have been asked to deliver a ‘We’re Ready’ workshop, use this template to begin the planning process.

|  |  |
| --- | --- |
| **Question** | **Decisions** |
| Who are your collaborators? |  |
| Who are the participants? |  |
| What are their needs? |  |
| What are the workshop objectives? |  |
| How long will the training event be? |  |
| What materials will you utilize? |  |
| What tools will you use (i.e. technology, activities, etc.)? |  |
| How will you deliver the workshop (i.e. session details)? |  |
| How do you defined success and how will you evaluate it? |  |

**Part 4. My Training Action Plan**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action Plan Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revisit Action Plan Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Training planning and facilitation skills and/or process that I wish to improve:
2. To enhance my training planning and facilitation skills, I commit to doing:
3. To improve my training planning and facilitation skills, I commit to stop doing:
4. I will know that I have enhanced my training planning and facilitation skills by the following: