



We're Ready! Train-the-trainer Program Schedule and Details

Scheduled Time (MDT)	Actual Time	Main activity	Detailed time	Detailed activity	Facilitator	Communication	PowerPoint slide #	Resources (in addition to Instructional Plans for each activity and PPT slides)
9:00 – 9:10am MT (10 min.)		Welcome and introductions	9:00 – 9:05 (5 min.)	TI coordinator welcomes all and introduce themselves	Dan & Heather at TI	Zoom, speaking to entire group	Own slide	
8:00 - 8:10 am PT			9:05 – 9:10 (5 min.)	We're Ready! facilitators (4) introduce themselves and show Adam's video	EB Mary Ashley Judy Erica Adam's video	Zoom, speaking to entire group	1-2	Adam's video
11-11:10 am ET				Participants' names are shown on slide		Zoom type in chat name and what organization and/or role and what part of country		
9:10-9:20 am MT (10 min.)		Introduce We're Ready!	9:10-9:15 AM (5 min.)	Introduce We're Ready! purpose, goals, deliverables, overall activities	EB	Zoom, speaking to entire group	3-11	

8:10 - 8:20am PT ----- 11:15 - 11:20 am ET			9:15-9:20 AM (5 min.)	Zoom breakout groups and rooms	EB		12-15	
9:20 – 9:30am MT (10 min.) ----- 8:20 - 8:30am PT ----- 11:20 - 11:30am ET		Activity 1: Pre-workshop Survey	9:20 – 9:22 (2 min.)	Facilitator provides instructions and discuss survey considerations for English-as-Second-Language future participants (e.g., translation)	EB	Zoom, speaking to entire group	16-17	
			9:22 – 9:30 (8 min.)	Participants conduct survey and complete the Implementing worksheet	EB	Entire group (silent individual activity)	17-18	Click on workshop surveys on website (Mentimeter) Implementing We're Ready! in My Community worksheet
9:30– 9:50am MT (25 min.) ----- 8:30 - 8:50am PT -----		Activity X. Reflection on Training	9:30 – 9:35 (5 min.)	Facilitator introduces the characteristics of quality facilitation and training events as well as the different handouts	Judy	Zoom, speaking to entire group	19-24	<ul style="list-style-type: none"> • Handout to participants summarizing these qualities
			9:35 – 9:55 (20 min.)	Participants complete worksheets	Judy	Silent individual activity		<ul style="list-style-type: none"> • Good, Bad and Ugly Training Events worksheet; • Political Challenges in Disaster Preparedness

11:30 - 11:50am ET								<ul style="list-style-type: none"> • My Training Action Plan worksheet; • We're Ready! Workshop Delivery Plan worksheet
			9:55 – 10:00 (5 min.)	Participants share highlights from their worksheet	OPTIONAL IF THERE IS TIME	Zoom type in chat and facilitator reads responses		
10:00 – 10:20am MT (20 min.)		Activity 2: Community Bingo (and emergency kit)	10:00 - 10:05 (5 min.)	Facilitator provides instructions and design considerations	Ashley & Mary Adam recording-emergency kit	Zoom, speaking to entire group	25-27	Activity instruction sheet; We're Ready Workshop Design Considerations document
9:00 - 9:20am PT			10:05 – 10:15 (10 min.)	Participants do activity		Entire group (interact)		Jamboard
12:00 - 12:20pm ET			10:15 – 10:20 (5 min.)	Participants reflect and plan		Entire group (reflect then interact)		Implementing We're Ready! in My Community worksheet
10:20 – 10:50am MT (30 min.)		Activity 3: Sharing Experiences	10:20 – 10:25 (5 min.)	Facilitator provides instructions and design considerations	Ashley & Mary	Zoom, speaking to entire group	28-30	Activity instruction sheet; We're Ready Workshop Design Considerations document
9:20 - 9:50am PT			10:25 – 10:40 (15 min.)	Participants do activity		Zoom breakout groups (interact)		Jamboard
12:20 - 12:50pm ET			10:40 – 10:50 (10 min.)	Participants reflect and report back (2 minutes to report back to whole group)		Zoom breakout groups (2 minute report back per group, collective)		Implementing We're Ready! in My Community worksheet

						reflect, other ideas)		
10:50 – 10:55am MT (5 min.)		Slip time in case needed						
10:55 – 11:25am MT (30 min.) 9:55 - 10:25am PT 12:55 - 1:25pm ET		Activity 4: Mapping	10:55 – 11:00 (5 min.)	Facilitator provides instructions and design considerations	Ashley	Zoom, speaking to entire group	31-33	Activity instruction sheet; We're Ready Workshop Design Considerations document
			11:00 – 11:15 (15 min.)	Participants do activity		Zoom breakout groups (interact)		Jamboard
			11:15 – 11:25 (10 min.)	Participants reflect and plan		Zoom breakout groups (silent for 5 minutes and share 5 minutes)		Implementing We're Ready! in My Community worksheet
11:25 – 11:55am MT (30 min.) 10:25- 10:55am PT 1:25 - 1:55pm ET		Activity 5: Community Plan	11:25 – 11:30 (5 min.)	Facilitator provides instructions and design considerations	Ashley	Zoom, speaking to entire group	34-36	Activity instruction sheet; We're Ready Workshop Design Considerations document
			11:30 – 11:45 (15 min.)	Participants do activity		Zoom breakout groups (interact)		Jamboard
			11:45 – 11:55 (10 min.)	Participants reflect and plan		Zoom breakout groups (silent for 5 minutes and share 10 minutes)		Implementing We're Ready! in My Community worksheet

11:55 – 12:30 pm MT (35 min.)		BREAK & Slip Time (encourage people to grab props if needed for Activity 6)						
10:55-11:30am PT								
1:55-2:30pm ET								
12:30 – 1:40pm MT (70 min.)		Activity 6: Mock Disaster Simulation	12:30–12:40 (10 min.)	Facilitator provides instructions and design considerations	Judy & EB	Zoom, speaking to entire group	37-43	Activity instruction sheet; We’re Ready Workshop Design Considerations document
11:30 - 12:40 pm PT			12:40 – 1:20 (40 min.)	Participants do activity		Zoom breakout groups (interact)		Zoom simulation rooms
2:30 - 3:40pm ET			1:20 – 1:30 (10 min.)	Participants reflect and plan		Zoom breakout groups (silent for 5 minutes and share 5 minutes)		Implementing We’re Ready! in My Community worksheet
			1:30 - 1:40 (10 min.)	Group presenter shares ONE highlight from their group		Main Room		
1:40 – 2:10pm MT (30 min.)		Activity 7: Debrief	1:40–1:45 (5 min.)	Facilitator provides instructions and design considerations	Mary	Zoom, speaking to entire group	44-47	Jamboard link Activity instruction sheet;
			1:45 – 2:00	Participants do activity		Zoom breakout groups (interact)		Jamboard

12:40 - 1:10pm PT			(15 min.)					
3:40 - 4:10pm ET			2:00 – 2:10 (10 min.)	Share highlights Participants reflect and plan	Designated participant Each participant	Main room		Implementing We're Ready! in My Community worksheet
2:10 – 2:40pm MT (30 min.)	Activity 8: Building Momentum		2:10 – 2:15 (5 min.)	Facilitator provides instructions and design considerations	EB & Ashley	Zoom, speaking to entire group	48-51	Jamboard Implementing We're Ready! in My Community worksheet
1:10 - 1:40pm PT			2:15 – 2:30 (15 min.)	Participants do activity		Zoom breakout groups First individually (5 min) and then as group (10 min). Ideal time to complete Implementing We're Ready! Worksheet		
4:10 - 4:40pm ET			2:30– 2:40 (10 min.)	Door Slammers		Discuss		Political Challenges in Disaster Preparedness worksheet (from Reflections on Training Activity X) Door-Slammers handout Disaster Myths handout
		Activity 9: Post-	2:40 – 2:41	Facilitator provides instructions	EB	Zoom, speaking to entire group	52-54	Activity instruction sheet;

<p>2:40 – 2:50pm MT (10 min.)</p> <hr/> <p>1:40 - 1:50pm PT</p> <hr/> <p>4:40 - 4:50pm ET</p>		workshop Evaluation	(1 min.)	Participants do activity		Entire group (silent individual activity)		<p>Click on workshop surveys on website (Mentimeter)</p> <p>Implementing We're Ready! in My Community worksheet</p>
<p>2:50 – 3:00pm MT (10 min.)</p> <hr/> <p>1:50 - 2:00pm PT</p> <hr/> <p>4:50 - 5:00pm ET</p>		Wrap-up & thank everyone	2:50 – 3:00 (10 min.)	<p>Facilitator asks participants what is their main take-away in 1 word for Zoom chat and read out</p> <p>Facilitator provides instructions on expectations for leaders implementing their own workshops in the summer</p> <p>Questions from participants?</p> <p>Facilitator thanks everyone for attending and shares contact information for facilitators</p> <p>Dan at Tamarack thanks participants and makes any</p>	Mary	Zoom, speaking to entire group	55-56	<p>Point to Organizer Feedback Survey on WR website</p> <p>Handout on contact information for facilitators</p> <p>Certificates of completion (to be emailed after workshop)</p>

				needed announcements				
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