# **Macintosh HD:Users:melaniefischer:Desktop:MACE:We'reReady_Climate Preparedness and Disaster Response Course:Website:TTT:black logo only.jpg**

# **Macintosh HD:Users:melaniefischer:Desktop:MACE:We'reReady_Climate Preparedness and Disaster Response Course:Website:TTT:cc-by-nc-sa-logo_3.jpg**

# **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.)  \_\_\_\_\_\_  8:00 - 8:10 am PT  \_\_\_\_\_  11-11:10 am ET |  | 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 |  |
| 9:05 – 9:10  (5 min.) | We’re Ready! facilitators (4) introduce themselves and show Adam’s video  Participants’ names are shown on slide | EB Mary  Ashley  Judy  Erica  Adam’s video | Zoom, speaking to entire group  Zoom type in chat name and what organization and/or role and what part of country | 1-2 | Adam’s video |
| 9:10-9:20 am MT (10 min.)  \_\_\_\_\_\_\_  8:10 - 8:20am PT  \_\_\_\_\_\_\_  11:15 - 11:20 am ET |  | Introduce We’re Ready! | 9:10-9:15 AM (5 min.)  9:15-9:20 AM (5 min.) | Introduce We’re Ready! purpose, goals, deliverables, overall activities  Zoom breakout groups and rooms | EB  EB | Zoom, speaking to entire group | 3-11  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  \_\_\_\_\_\_\_\_  11:30 - 11:50am ET |  | 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 | * Handout to participants summarizing these qualities |
| 9:35 – 9:55  (20 min.) | Participants complete worksheets | Judy | Silent individual activity |  | * Good, Bad and Ugly Training Events worksheet; * Political Challenges in Disaster Preparedness * 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.)  \_\_\_\_\_\_\_\_  9:00 - 9:20am PT  \_\_\_\_\_\_\_  12:00 - 12:20pm ET |  | 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 |
| 10:05 – 10:15  (10 min.) | Participants do activity |  | Entire group (interact) |  | Jamboard |
| 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 – 10:50amMT  (30 min.)  \_\_\_\_  9:20 - 9:50am PT  \_\_\_\_\_  12:20 - 12:50pmET |  | 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 |
| 10:25 – 10:40  (15 min.) | Participants do activity |  | Zoom breakout groups (interact) |  | Jamboard |
| 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 reflect, other ideas) |  | Implementing  We’re Ready! in My Community worksheet |
| 10:50 – 10:55am MT  (5 min.) |  | Slip time in case needed |  |  |  |  |  |  |
| 10:55 – 11:25amMT  (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.)  \_\_\_\_\_  10:55-11:30am PT  \_\_\_\_\_\_  1:55-2:30pm ET |  | BREAK & Slip Time (encourage people to grab props if needed for Activity 6) |  |  |  |  |  |  |
| 12:30 – 1:40pm MT  (70 min.)  \_\_\_\_\_\_\_\_  11:30 - 12:40 pm PT  \_\_\_\_\_\_\_  2:30 - 3:40pm  ET |  | 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 |
| 12:40 – 1:20  (40 min.) | Participants do activity |  | Zoom breakout groups (interact) |  | Zoom simulation rooms |
| 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.)  \_\_\_\_  12:40 - 1:10pm PT  \_\_\_\_\_  3:40 - 4:10pm  ET |  | 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  (15 min.) | Participants do activity |  | Zoom breakout groups (interact) |  | Jamboard |
| 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.)  \_\_\_\_\_\_\_  1:10 - 1:40pm PT  \_\_\_\_\_\_\_\_  4:10 - 4:40pm ET |  | 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 |
| 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 |  |  |
| 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 |
| 2:40 – 2:50pm MT  (10 min.)  \_\_\_\_\_\_\_  1:40 - 1:50pm PT \_\_\_\_\_\_  4:40 - 4:50pm ET |  | Activity 9: Post- workshop Evaluation | 2:40 – 2:41  (1 min.) | Facilitator provides instructions | EB | Zoom, speaking to entire group | 52-54 | Activity instruction sheet; |
| 2:41– 2:50  (9 min.) | Participants do activity |  | Entire group (silent individual activity) |  | Click on workshop surveys on website (Mentimeter)  Implementing  We’re Ready! in My Community worksheet |
| 2:50 – 3:00pm MT  (10 min.)  \_\_\_\_\_\_\_\_  1:50 - 2:00pm PT  \_\_\_\_\_\_\_  4:50 - 5:00pm ET |  | Wrap-up & thank everyone | 2:50 – 3:00  (10 min.) | Facilitator asks participants what is their main take-away in 1 word for Zoom chat and read out  Facilitator provides instructions on expectations for leaders implementing their own workshops in the summer  Questions from participants?  Facilitator thanks everyone for attending and shares contact information for facilitators  Dan at Tamarack thanks participants and makes any needed announcements | Mary | Zoom, speaking to entire group | 55-56 | Point to Organizer Feedback Survey on WR website  Handout on contact information for facilitators  Certificates of completion (to be emailed after workshop) |