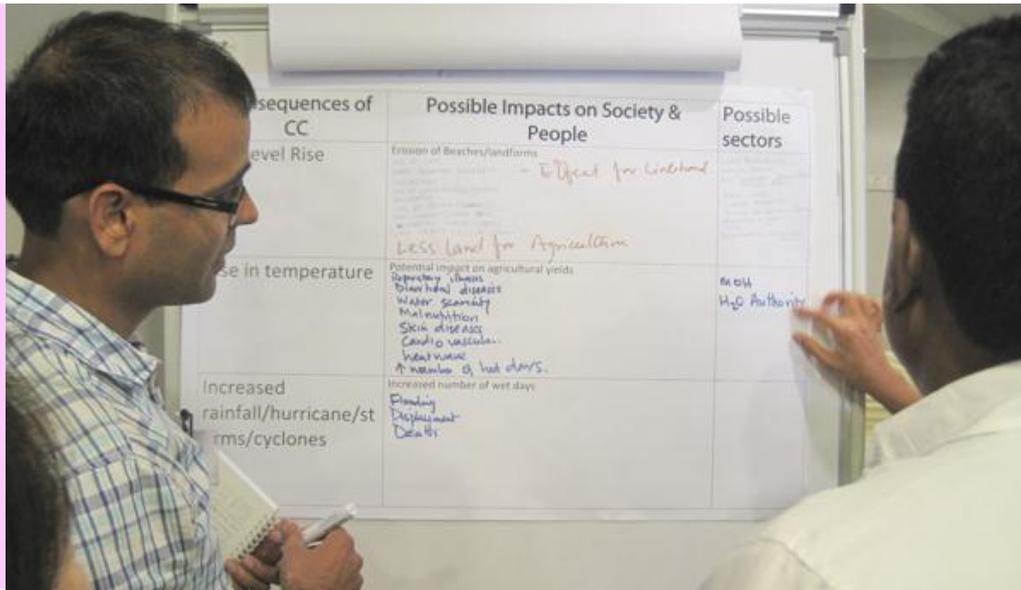


Facilitator tips for agenda setting



Training agenda

Subject Agenda setting and sample agendas for climate risk management trainings

Introduction: The kit provides a very large pool of resources and these resources are not meant to be applied in one go. Trainers/facilitators should pick and choose among the modules to design a learning session or training workshop depending on needs and time available.

In this note we provide tips on agenda setting and include a 3 day sample agenda for a climate risk management training.

Facilitator preparation: Creating a stimulating learning environment and workshop agenda is a challenge to any trainer. Any training requires carefully preparation, tailored to an audience, topic, venue and changing local contexts.

Considerations when using the Climate Training Kit (CTK):

1. Everybody has its own local experiences and perceptions of how climate change may influence their life and maybe also their work in the Red Cross Red Crescent. The facilitators must **build on the participants' widely differing perceptions and use them as resources** in the discussions and exercises during a training event.
2. Participants will learn most if there is ample room for 'learning by doing'. All the **exercises and games** provided in each of the Modules are most helpful for this.
3. **Limit the use of and/or time spent on one-way information based on PowerPoint presentations.** However, explaining a new and somewhat complex issue like climate change may require some information sharing and presentations cannot be completely avoided. So when you as a trainer do use the presentations in this kit, *keep interacting with the audience* though questions and soliciting feedback on issues covered. Nothing's wrong with a short presentation with clear illustrations, as long as you keep the session dynamic.
4. Between sessions, **apply 'icebreakers and energizers'** to keep energy level and motivation high; a number of short "energizers with a climate twist" (see the facilitator guidance in the introduction page of the CTK).
5. **Let people take home their "products"/ outcomes of the workshop** and have them work with these products after a training event; for instance, photograph and share flip charts etc. generated during exercises etc. that define next possible steps.
6. Depending on the audience, you may suggest some **preparatory homework** prior to joining

the workshop. One option would be to request participants to go through IFRC's 30 minute e-learning course *Climate Change – an introduction for staff and volunteers* available [here](#) (first time users need to register). Alternatively, invite participants to read the short introductory chapter on [Climate change – the basics](#) available in Relevant Reading in CTK Module 1a.

7. **Some sessions can be offered as "voluntary" workshops** (eg. in the evening) for those with special interest (see sample agenda below).

Finally, as general guidance, a comprehensive and inspiring general 'guidebook' on how to effectively convene learning events is available from the Rockefeller Foundation [here](#), and it is recommended to browse it when planning for a training event, in particular:

- pages 21-22 summarise the three parallel "work-streams" for planning an event, including 'agenda & content', 'engagement and communications' and 'logistics'.
- pages 45-57 guides on principles for an effective agenda and structuring the flow of activities

Agenda setting: The agenda, of course, depends on the specific objective of a training session, and the intended participants and time available. The sample agenda below is built around the logic sequence; although it is scheduled as a 3-day course, the same principles would normally apply also to shorter events:

1. Start with letting participants summarise their experience and knowledge regarding how climate change may be influencing their life and work. Some facilitation tools for this part are available under the "energizers with a climate twist". Note: remember to plan for formal opening session *suited for the local context and norms*, including VIP speeches etc.
2. Briefly introduce the basics of climate change science and the implications for the humanitarian work. Even for short sessions with people who may be somewhat familiar with the topic, it is recommended to provide at least an ultra-brief summary of the humanitarian implications of current and projected climate trends. *Tailor the information to the national context* – this may require some homework (if needed, consult the Climate Centre well ahead of the event at kit@climatecentre.org). Materials to support this part is available in CTK Module 1 – "*What is climate change*".
3. For summarising national climate trends and projections as well as national level adaptation plans you may invite, for instance, representatives from the national Meteorological Services and/or government agencies responsible for national adaptation (and mitigation) planning. Be sure to instruct them well on the purpose, the audience – and to tone down "science language". At best, obtain a copy of their speech or presentation etc. and, if needed, offer guidance on tailoring their inputs. This is often a welcome service to speakers meeting a new type of audience.
4. Zoom in on how climate change and variability may affect the specific work areas of the intended audience – i.e. health, DRR, disaster management, youth work, communication etc. If time allows, include practical exercises on how to tweak existing tools (for example VCA etc.). Material to facilitate these sessions is available in CTK Module 2 – "*What can we do?*"
5. Towards the end of the workshop you may steer towards how to move forward on two fronts: engaging in humanitarian diplomacy, advocacy and fundraising, and how make National Society programmes and plans climate-smart. Advocacy and communication can be discussed based on elements from CTK Module 3 – "*Policy and communication*" while Module 4 – "*Climate in programmes*" – will provide some exercises to start the practical planning for climate-smart programming. Preferably the participants can take home exercise outputs and apply them in moving forward.

Annotated sample agenda for *Capacity Building Workshop on Climate Change*

Time	Day 1	Facilitator
Theme:	Basic Facts of CC	
09:00-10:15	<p>1) Welcome and introduction of participants, incl. exercise on “background” and levelling of expectations</p> <p>Invited to move to different corners of the workshop room to indicate different positions and viewpoints (for instance:</p> <p>Corner 1. I don’t know much about climate change</p> <p>Corner 2. I have some knowledge on climate change, but not on how it relates to my work</p> <p>Corner 3. I have some knowledge on climate change and understand how to apply it in my work</p> <p>The exercise may be used to gauge initial perceptions on climate change in relation to RCRC work, and be repeated at the end of the workshop to assess changes, i.e. "base- and end line survey."</p> <p>Remember to make room for any formal opening events, including VIP inputs, depending on context and circumstance.</p>	<p>Main organiser + VIPs to welcome etc.</p> <p>Technical facilitator may lead the intro-exercise</p>
10:15-10:45	<p>2) Participants’ experiences with “overcoming bottlenecks” in incorporating CC in their work.</p> <p>CTK tools: None pre-defined – but reference to be made to the participants’ reactions during the previous exercise. Facilitators may deduce their own way of letting participants briefly explain their recent challenges on possible success stories on how to deal with CC issues in their work context.</p> <p>If time allows you may start the session with a short movie available in Module 1a: <i>Climate change: turning the tide.</i></p> <p>In this session you may also announce that a flipchart is open as a "Parking lot" for issues and questions that the facilitators will provide feedback on either later – either in a consolidated session on the last workshop day, or each morning as part of a "recap" session.</p>	Technical facilitators
10:45 – 11:00	BREAK	
11:00-12:00	<p>3) Climate change quiz</p> <p>CTK tools: Use the 'Climate change science quiz' listed under games in Module 1a. Except with very (climate change) experienced audience, this quiz is always an informative and entertaining discussion starter.</p>	Technical facilitator
12:00 – 13:00	<p>4) Basic Introduction to Climate Change, incl.</p> <ul style="list-style-type: none"> • Climate change science 	Technical facilitator

	<ul style="list-style-type: none"> Terminology: "mitigation/adaptation" Why is the RC/RC concerned? Commitments/roles of Movement <p>CTK tools: Use the presentations Module 1a and 1b: pick the key information needed for the context and merge into one summary session.</p> <p>Note:</p> <ul style="list-style-type: none"> this may be the most "heavy" session, so make efforts to keep the session dynamic; but it is necessary to get some definitions and basic concepts right as a platform for the future work. Depending on the plans for next session (5), this session may need to be tailored to include some <i>local</i> climate information 	
13:00 – 14:00	LUNCH	
14:00-15:30	<p>5) Climate trends and projections: what are the facts in [the region]</p> <p>Prepare external facilitators well on the objectives and audience – make it relevant for the Red Cross work.</p> <p>If you cannot get external facilitators, you may like to dig out some local facts and integrate the info in the previous session [the Climate Centre may be able to assist].</p> <p>Note: If you managed to attract representatives from the national weather agency, you may like to invite them also to join on day 3, when discussing the way forward, and then organise a kind of "speed dating session" where the weather agency staff can engage with different National Society workshop participants and exchange ideas (commitments?) on early warning data needs/availability and collaboration on enhancing information dissemination of sort and medium term forecast information.</p>	Scientist from the national weather agency
15:30 – 15:45	BREAK	
15:45-16:45	<p>6) Paying for Predictions – a participatory game on taking early action.</p> <p>CTK tools: All game software – guidance and supporting presentation – are available in Module 2b, but the facilitator needs to acquire the necessary dice in advance (se guidance note). In addition, practice in facilitating the game is a must.</p> <p>The game is an energizing way to end the day: putting the science in perspective for the Red Cross and Red Crescent work.</p>	Technical (game) facilitator
16:45-17:00	Wrap up day 1	
Voluntary 'after work offers'		
17-18:30	<p>Movie: Al Gore's <i>An inconvenient truth</i> + discussions.</p> <p>For those interested in further learning/discussions of the science and implications – and the politics – of climate change this movie is worth screening. It is a copyrighted movie (not part of the CTK), so find it on an internet store well in advance of the training workshop.</p>	Follow-up discussions to be led by technical facilitator

Time	Day 2	Facilitator
Theme:	Ways of working with CCA Note: This day facilitators may need to pick or emphasise other topics than suggested here depending on the needs and audience – for example dig deeper into community tools, or focus on health, or youth and communication, or replace on session with discussion on climate change mitigation (no CTK module yet) .	
09:00-10:45	7) Early warning --> Early Action: Using information on different time scales CTK tools: This session is a mix of presentation, film and an exercise available in Module 2b: <ul style="list-style-type: none"> • Shorten the presentation to the context and needs of the audience • As a break in the presentation show the short (6 min) movie <i>Using Climate and Weather Forecasts to Improve Humanitarian Decision</i> • Run the exercise <i>Using climate information</i>. Alternatively, you may consider using the somewhat similar <i>Scenario exercise</i> available in Module 2c; this one requires that you tailor the science information at the top to the regional context you are in. 	Technical facilitator
10:45 – 11:00	BREAK	
11:00-12:30	8) Disaster management and DRR CTK tools: Mix material available in 2c and 2d: <ul style="list-style-type: none"> • Introduce with a short presentation based on merging key slides from the two large powerpoints available in Module 2c and 2d. • Then run the <i>Exercise DRR and CCA overlaps</i> in Module 2c; encourage rapid group work and then spend a good deal of time on the discussions. 	Technical facilitator
12:30 – 13:30	LUNCH	
13:30-15:00	9) Participatory game on disaster preparedness CTK tools: Play the game <i>Before the storm</i> in Module 2c. Alternatively use the one called <i>Ready</i> available in at the Climate Centre games website; if you use this one, it is recommended to facilitate an extended debriefing by organising the 'actions' produced into a draft 'community disaster preparedness plan' and also discuss which information (early warning) that could be used to trigger each 'action'. The climate centre may be able to assist in the planning.	Technical (game) facilitator
15:00 – 15:30	BREAK	
15:30-16:45	10) Climate Change implications for Health CTK tools: Base the session on the material in Module 2e. <ul style="list-style-type: none"> • Considerably shorten the presentation available to fit the needs of the audience – make it a short overview of most relevant aspects • Run the <i>Scenario exercise for climate and health</i> 	Technical facilitator, or external facilitator?
16:45-17:00	Wrap-up day 2 – and ideas/Q&A for day 3	Technical facilitator
Voluntary 'after work offers'		
17-17:45	Demystifying forecasts: IFRC-IRI website browsing exercise (bring your laptop!) http://iridl.ideo.columbia.edu/maproom/IFRC/FIC/index.html Play around on the site, focus on 3-months forecasts? Facilitator: prepare well.	Technical facilitator

Time	Day 3	Facilitator
Theme:	CCA programme opportunities – way Forward	
09:00-09:30	11) Morning intro: Q&A – feedback on questions/issues from "parking lot"	Facilitators/organisers
09:30-10:45	<p>12) National Adaptation Plans: what are formal plans – and options for National Society collaboration, including co-benefits with climate change mitigation efforts?</p> <p>CTK tools: None pre-defined. Try to invite government official (an existing contact?) involved in the national efforts for climate change adaptation and mitigation to summarise the plans, and facilitate a discussion with the workshop participants on where the National Society may/do play a role. Discuss potential co-benefits between climate change and mitigation options.</p>	Invited representative from the National Government office responsible for climate change adaptation planning
10:45 – 11:00	BREAK	
11:00-12:30	<p>13) Climate change into National Society programmes and plans</p> <p>CTK tools: Module 4 offers the <i>Entry points exercise</i>. In this session the group work takes place, while in the next session group work is discussed and possible 'commitments' for future work made.</p> <p>Note: alternatively you may use the other <i>Exercise Minimum Standards on Climate-smart local Disaster Risk Reduction</i> to discuss and plan more specifically for supporting community activities.</p>	Technical facilitators
12:30 – 13:30	LUNCH	
13:30-15:00	<p>14) Where to go from here: ideas for action plans: Presentation and discussion of group work from Entry points exercise.</p> <p>Preferably, the <i>Entry points exercise</i> can be used to also identify special actions the participants make "commitments" to promote in their National Society over the coming months and year.</p> <p>If national weather agency staff (from day 1) would be available, here is also an opportunity to organise a session on how to enhance collaboration and better use of forecast information in the humanitarian actions of the national Society.</p>	Technical facilitators
15:00 – 15:30	BREAK	
15:30-16:30	<p>15) Evaluation and closing</p> <p>CTK tools: You may want to re-run the "walk to a corner" exercise possibly used in the welcome session on day, and compare the "base- and end-line surveys" as a primer for summarising learning from the workshop.</p>	Main organiser + VIPs to close etc.