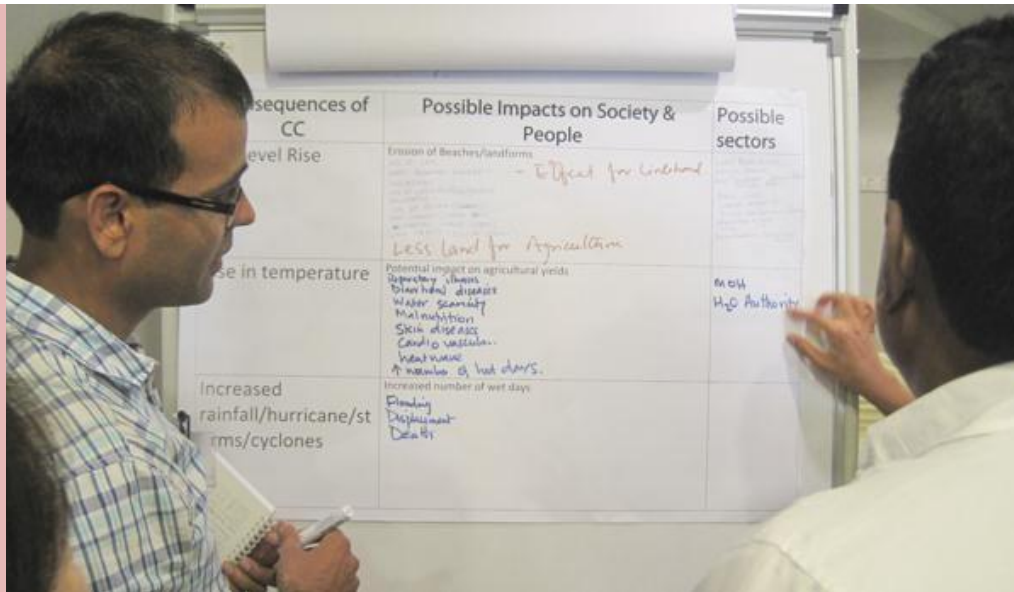


Facilitator tips for agenda setting



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).
8. **Terminology used** must be resonating well with the participants of the training. This might require a lot of tailoring and adjusting.
9. **Localization and contextualization** are important for all trainings. Kit@climatecentre.org can provide support with more regionalized climate information.

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

Time	Day 1	Facilitator
Theme:	Basic facts of climate change and managing expectations	
09:00-10:15	<p>1) Welcome and introduction of participants, incl. exercise on levelling of expectations and building on existing knowledge.</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>Another interactive way to initiate the workshop and learn about the level of knowledge of your participants at the start can be reached through the game SNAP, in which the last round of the game can be tailored to a relevant topic for the training.</p> <p>Important to do a round of introductions and ask people to explain their expectations from this workshop.</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 climate change 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 climate change issues in their work context.</p> <p>If time allows you may start the session with a short movie available in Module 1b: <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>	<p>Technical facilitators</p>
10:45–11:00	BREAK	



11:00-12:00	<p>3) Climate change quiz</p> <p><i>CTKtools:</i> 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, for instance the ppt in 1a:</p> <ul style="list-style-type: none"> • Climate change science and impacts 	Technical facilitator

	<ul style="list-style-type: none"> • Terminology: "mitigation/adaptation" • Why are we concerned? • Commitments/ roles of Red Cross Red Crescent Movement <p>CTKtools: 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 from a Meteorological Agency, you may like to dig out some local facts and integrate the info in the previous session [the Climate Centre maybe 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: the type of actionable data we need to prepare for potential disasters.</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>CTKtools: All game software – guidance and supporting presentation – are available in Module 1a, but the facilitator needs to acquire the necessary dice in advance (see 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	

Time	Day 2	Facilitator
Theme:	Ways of working on climate change adaptation 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 2a: <ul style="list-style-type: none"> • Pending on the level of knowledge of your audience, you can find introduction and advanced presentations in module 2a. If the audience might already be well aware of the Forecast based Financing (FbF) concept, then advanced tools can be of use. • As a break in the presentation show one of the short movies available in 2a. • The FbF Quiz is a fun way of getting the participants to understand the FbF concept 	Technical facilitator
10:45–11:00	BREA K	
11:00-12:30	8) Disaster management and community resilience CTK tools: Mix material available in 2b and 2c: <ul style="list-style-type: none"> • Introduce with a short presentation based on merging key slides from the two large powerpoints available in Module 2b and 2c. • Then run the Cycle <i>Exercise C</i> in Module 2c; encourage rapid group work and then spend a good deal of time on the discussions. • Exercise D, in module 2b is also an excellent way to help participants understand how to ensure they consider climate in local risk assessments. 	Technical facilitator
12:30–13:30	LUNC H	
13:30-15:00	9) Participatory game on disaster preparedness CTK tools: Play the game called Ready of Module 2c; 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'. If you haven't facilitated this game before, make sure to practice it with friends or volunteers prior to using it in the training. The Facilitator notes should be able to guide you through the game facilitation. The climate centre may be able to assist in the planning.	Technical (game) facilitator
15:00–15:30	BREA K	
15:30-16:45	10) Climate Change implications for Health CTK tools: Base the session on the material in Module 2d. <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.ldeo.columbia.edu/maproom/IFRC/FIC/index.html Play around on the site, focus on 3-months forecasts? Facilitator: prepare well.	Technical facilitator
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Time	Day 3	Facilitator
Theme:	Climate change policy dialogues and climate finance and the 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: 3a. Try to invite government officials (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>	Invite representative from the National Government office responsible for climate change adaptation planning
10:45 – 11:00	BREA K	
11:00-12:30	<p>13) Policy and climate finance</p> <p>CTK tools: Module 3, exercise 3 and 5 might be nice to run if the audience is interested to engage deeper on NAP policy dialogues, including positioning the National Society towards their governments as important actors to help them live up to the Paris commitments. For exercise three, no external parties or governments representation should be present.</p>	Technical facilitators
12:30 – 13:30	LUNC H	
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>Entrypoints exercise and the scenario Exercise, both in 2b</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	BREA K	
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.