

OPEN TRAINING GUIDE

WHAT IS OPEN TRAINING?

OPEN TRAINING GUIDE

The Open Training Guide offers an introduction on how to create and deliver your own training. Everyone is encouraged to create content based on your own skills and knowledge!

The Open Training Guide offers participants knowledge on who a trainer is, what is expected of a trainer, how to create a training, selecting a target group, how to search for content on open source repositories online and everything about online media. Open training includes logistics & technical skills, various training formats & documentation, communications channel teamwork and output to create a Team of skilled #OpenTrainers.

"I learnt a lot from the ToT training and have started using the knowledge I gained to facilitate community dialogue in my community in Adjumani. I gained skills, vital for some of us who do not have a good education, and got small employment with NGOs to do trainings like hygiene promotion; and learned to search for open source information online."

James Asaliza

METHODOLOGIES

Presented in a P2P (Peer to Peer) learning format to support the development of open training & research skills through an INTERACTIVE and constantly adapting process.

Participants are introduced to skills on how to create their own content. Trainers do not provide notes to the participants during training, but rather encourage them to create their own content of the training based on how they understand the topics and interpret them.

This results in the creation of an open document where the participants and trainers enter ideas, notes and information related to the training on a daily basis. Participants become comfortable creating content for their own trainings.

"The training was very insightful. I will be conducting future training on how to make water filters for my community ... Having a platform to pitch diverse ideas was totally amazing ... the organisations I interacted with have proven to take an interest in what we are doing."

Hellen Kimaru

#ASKnet

Strengthening South Sudanese Youth in Leadership & Training

#ASKnet - Sharing Skills & Knowledge

#ASKnet is a peer to peer community network that aims to raise media literacy and increase access to information for young innovators in and from South Sudan, Uganda and Kenya. Creating a network of trainers, the #ASKnet community hubs are working together to share their skills and experience. In 2018 #ASKnet workshop participants included local Rhino Camp community members, joined by prospective trainers from Bidibidi refugee settlement (Yumbe district), Adjumani district, the Kiryandongo refugee settlement (Bweyale) as well as South Sudan and Kenya.

#ASKnet Open Training Guide

This Open Training Guide (#OTG) is a learning resource that can be used by anyone to facilitate easier Access to Skills and Knowledge. It offers tools and methodologies to help design and run your own training, wherever you may be, with whatever resources you have at hand.

The #OTG was developed in conjunction with the #ASKnet ToT training programme 2018, hosted by CTEN, the Community Technology Empowerment Network, at their Refugee Information Center (RIC) in Rhino Camp refugee settlement (Arua District, Uganda), in collaboration with Hive Colab (Kampala, Uganda) and funded by the 'Access to Information and Supporting Freedom of Expression' programme of the German Federal Ministry of Economic Cooperation and Development (BMZ).

CTEN Uganda aims to strengthen media literacy, basic IT, access to open information as well as community training methods and workshop development skills in Rhino Camp and beyond.

FORMATS

Research various formats, try them out to decide what works best for your training!

Training formats include: lectures and presentations, role play, brainstorming, group discussion, unconference, interviews, fireside chat, storytelling and P2P improvisation.

Kudos Jar

Feedback sessions can be conducted as part of each training day or week with a "Kudos Jar." Trainers and participants have an informal get-together, sitting around a campfire maybe, where notes with positive comments to trainers or participants are read and passed around. During the training period anyone can write anonymous notes and drop them in the "Kudos Jar." This process gives confidence and encouragement to the participants and trainers to work even harder or improve on what they did during trainings.

#ASKotec

ACCESS TO SKILLS AND KNOWLEDGE OPEN TECH EMERGENCY KIT

The #ASKotec is a kit designed to work as a mobile trainer's set to tackle basic field challenges when it comes to community access to skills development, open and collaborative learning, upcycling and open hardware innovation, as well as repairing all kinds of everyday things. The kit is used to help develop basic understanding of mechanical and electrical tools, ICT and electronics, and other forms of hands-on experience with technology. Building a LED light or a solar charger for mobile, fixing broken radios or accessing valuable online resources when you are offline ... all are inside #ASKotec, as are an Open Learning Guide (#OLG), an Open Hardware Guide (#OHG) and this Open Training Guide (#OTG).)

How do I give training if I don't have those skills and I want to share information?

Equipping people with tools and methodologies to be able to transfer knowledge effectively. The open training philosophy enables participants to become trainers themselves.

FREE as in Freedom
Open Knowledge and Open Source

- Content is developed by users themselves (user centred)
- Content is developed as the learning goes on - something new is discovered.
- Content built on available content - REMIX / RENEW knowledge and information
- Varies from place to place - changes depending on where you are.

SCENARIOS

"Since the training I have started a 'girls rescue Africa' Initiative teaching women and girls about menstruation and pregnancy, meeting with women and girls in locations like Odobu in Rhino Camp."

Clara Given

Social Media Literacy

HOW TO INTRODUCE CONCEPTS OF SOCIAL MEDIA LITERACY

'Media' is simply a way to carry a message from one person to another, using technology. Media literacy is the ability to access, understand, analyse, evaluate and also create media.

"Social media is about community. In the past people meet and share. Schools have clubs, villages have groups, councils of elders, children, and more. These people are interrelated in one way or the other. Friends of friends, members of a group - the only difference is that they meet physically. In recent years social media has imitated the lifestyle of communities and made them into platforms online. These virtual communities help to share activities and lifestyles that are similar to a physical community, online." #ASKnet ToT Discussion Excerpt

Women & Girls Participation

HOW TO ENSURE WOMEN PARTICIPATE ACTIVELY IN A TRAINING

Take the elements that are especially important to consider for gender equality - to make sure you really do give space and time for women to actively participate and be confident.

Actively creating safe spaces for women to express themselves, not only 'for women' but also men and boys - how to listen to women, give space to participate, not being bossy!

Invite more women to participate, encourage, overcome barriers (eg need childcare).

"We are now training our communities on how to build water filters. Together with a team of other young ladies we are building water filters for sale to community members who can not do it themselves."

Dawa Edina, Keji Esther & Sida Lilian

#OpenTech

HOW TO BUILD THINGS ... A SOLAR CHARGER, A WATER FILTER & MORE!

Concepts to introduce include: #OpenTech, upcycling, process documentation, basic electronics: soldering, circuits, understanding power supply and solar energy - and the concepts of open hardware and repair culture. Outcomes can be LED lights, building solar chargers, a communications dish for signal principles, charcoal water filters or developing handcraft skills. Setting up and maintaining a workshop, running a community repair café for broken devices by engaging the community in repairing their broken devices (eg. radios, solar lights etc.) and helping people solve the issues with their electronics.

How to document your work to share with others: tutorial creation, workspace preparation, feedback loops, new ideation and teamwork, adapting your training towards a workflow. Also learning about Licences, access to free information and Open Source principles.

Where to Start

ELEMENTS OF TRAINING
What is your training about?

CHOOSE YOUR TOPIC

Research & find resources
Assess the needs of community
Organise the workshop
Pitch your training!

MAKE A CHECKLIST

What needs to be considered to plan & run the training?

These needs will vary in each training scenario - adapt them to your own.

LOGISTICS

ORGANISE YOUR SPACE

EQUIPMENT

TOOLS

MATERIALS

DOCUMENTATION

EVALUATION

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SHARE YOUR KNOWLEDGE!

Documentation & Media Management
Notes | Open Questions

Step by step Instructions for tutorials
Publish and share your tutorial

"Since the training I am giving more training on how to build rocket lorena (energy saving) stoves and building some for the community in Bidibidi refugee settlement"

Likamu Innocent

OVERCOME CHALLENGES

Be flexible and adaptable
Adjust the agenda as necessary
Remember to have a back-up plan.

OBSERVE & EVALUATE

Timekeeping | Stay Focused
Sit downs | Input | Feedback
Learner Self-Reflection | Assessment
Training Evaluation | Kudos Jar

DOCUMENTATION

All methods and steps used in training are documented by the participants. The information published online via an open source platform for future access, where anyone interested in creating their own version can easily do so by following the information posted. Participants gain skills in content development for web and media creation by making their own tutorials.

#ASKnet Open Tech Community on wikifab

Imagine a world in which everyone can learn to make everything him or herself. WikiFab tutorials are created by enthusiasts for anyone to make, modify and improve. The mission of Wikifab is to disseminate this knowledge for free to everyone, making the creation of tutorials as intuitive and fun as possible. DIY 'Do It Yourself' ethos & resulting ecological, economic and social benefits can help solve some of the challenges of our time!

OPEN TRAINING RESOURCES

Find more information online: tools, exercises and methods for Open Training!

- RESEARCH TUTORIALS
- BLANK TEMPLATES (Needs Assessment, Agenda, Checklist, Certificate, Evaluation)
- TRAINING SCENARIOS, ICEBREAKERS, ENERGISERS, EVALUATION

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WHO IS A TRAINER? YOU ARE!!

Personal Qualities: Curious, Aware, Empathic, Motivated, Open minded, Respectful
 Identify the knowledge & skills you wish to share and who the participants are
 Plan how you will share your knowledge and skills with the participants
 Make an agenda for your training - **breaks are important!**
 Stay flexible and adapt training to the needs of the participants as required
 Observe, build capacity and encourage Peer to Peer [P2P] learning in the group
 Evaluate training, assess learners and make a certificate of participation.

WHERE TO START?

Decide what is the most important!

Invite participants
 with relevant interests / experience to take part in the training.

Decide on topic
 search for similar content and tools on open source repositories online. You'll find lots of material to help design your workshop!

Actively invite women to participate & overcome barriers to attending training.

Create safe space for learning - what do you say/do in front of your trainees?

Needs assessment:
 Identify the needs of participants and their communities.

PREPARE THE SPACE

Where will your training be held?

Inside or outside?
 Does the space have good light, and fresh air?
 Or good shade?
 Is it clean? Are there toilets?
 What equipment do you need? (tools, materials, computer, power, wifi?)
 Are there enough chairs/tables?
 How do you organise the space?
 Is it easy to find? Can you fit in everyone?
 Make a checklist for all these points ... include everything you think you need!



PLAY THE GAME

- 1 Split into teams. Place a pen/empty bottle/DIY spinner in the centre of poster
- 2 Spin to select a training topic - follow the direction the spinner points towards.
- 3 Each participant answers at least one question. Play until you cover all topics!
- 4 Teams give points (hand signals) for answers (confidence, clarity, creativity...)
- 5 The team with the most points gives their training pitch first - everyone wins!

TRAINING SCENARIO

ROLE PLAY

2 or more people act or perform a scenario

Introduce
 the exercise and define the results you want to achieve.

Split into groups,
 each group creates a challenge scenario to discuss

Select a topic
 for the role play and outline a script or conversation

Conduct the role play
 conversations, controversies ... invite reflections from the group!

WHO IS ON YOUR TEAM?

Trainings work best if you have a team!

Identify mentors, co-trainers, energisers
 - not all roles are needed for every training

Lead Trainer | Facilitator | experienced in the area of training

Co-Trainer | Mentor | try to involve local experts or community members

Documentation | Media Captain | pay attention to what you are taking pictures of! Expressions, actions, details are all important.

Entertainer | Motivator | someone to help keep the energy high, and support the trainer with small tasks ... or emergencies!

GROUP SIZE
 about 10 to 15 people per trainer



CO-CREATE RULES FOR THE TRAINING:

Ground rules [some examples ...]

Phones on silent! Everyone can participate in keeping the training space clean.

Invite participants
 to take on roles eg. timekeeper or reminder of ground rules

Give **KUDOS** during training - set up a Kudo Box to collect notes of appreciation, then read and share them with the group after the training.

Time Management
 = Respect
 = Active Participation

TRAINING SCENARIO

USER EXPERIENCE DESIGN

ASSESS THE NEEDS
 and challenges of the community

REVISE & REDESIGN
 until the product or service meets their needs!

DESIGN PROTOTYPE,
 product or service with users in mind (like a DIY water filter!)

TEST WITH REAL USERS
 and ask for feedback on what works - and what doesn't.



DOCUMENTATION

Be visible! Share your knowledge and experience!

Documentation is key to share and publish training resources as you create them.

Types of documentation:
 Impressions | Social Media | Process | Steps | Tutorial

Consider taking notes, photos & video as a design feature of your training.

Document each of the steps and make examples to publish your tutorials.

Make your tutorials available in an open repository that anyone can easily access. This is how you can #BeTheChange in your community!

RESOURCES

Find more information online: details about tools, exercises and methods for Open Training!

<http://tiny.cc/OTG>

#ASKnet OPEN TRAINER'S GAME

Encourage Women & girls

GENDER EQUALITY & ACTIVE PARTICIPATION FOR ALL!

Considering gender equality needs to be actively embedded into the training.

Create safe spaces for women to meet, express challenges & listen to their needs.

Also meet with the men to encourage them to listen & give a chance to the ladies!

Make space and time for women to actively participate and become more confident.

Remember to support shy participants of any gender who are not so confident!

TAKE A BREAK!

Shake it up! Get fresh air and do an energiser!

One Example: The 'Bicycle' Energizer!

- One Example: The 'Bicycle' Energizer!
- Stand in a circle, hands in front on your bicycle 'handlebars'.
- One person claps their hands - each clap makes the group ride faster!
- Lift your feet and start pedalling your imaginary bicycle slowly
- Pedal faster, knees up high wheels are spinning as you ride
- Keep going faster, riding into the wind & pedal as fast as you can!

TRAINING CHALLENGES

How will you overcome obstacles?
 Nothing goes exactly as planned!

Know yourself

What are your strengths and how can you use them as a trainer?

Get to know your participants

Plan for the unforeseen, adjust as necessary.

Logistics

Equipment, materials & space challenges - what is your backup plan?

Be prepared

To manage & facilitate participations of different personalities & types

Observe!

What's happening on an interpersonal level, not only training content.

Be innovative

think outside the box & find solutions to challenges together.

You are in charge, no matter what happens, the training must go on!

Pitch your training!!

What is a pitch?

- A short description of your idea that explains the training concept to anyone!
- You need to 'sell' your idea to possible trainees, supporters, or community leaders - convince participants to join your training! Your description should clearly explain who your training is for, why it is important and needed, and how it will happen.
- Your pitch should also explain your skills and goals!
- When you are ready to make a pitch ... you are ready to run your training!

INTRODUCTION!

Get to know each other! Sharing information helps build trust.

Icebreaker (Example)

Ask everyone to tell the group one thing they like and don't like. Invite participants to come up with the ground rules for the workshop.

Penalties

If they break any of the rules - they are asked to do something like this: If you come late for training, you have to sing a song in your language, and you dance - in front of everyone!

LEARNER SELF ASSESSMENT

How do participants assess what they have learned?

Learn from one another - can you explain the content to another person?

5 finger hand signals - show understanding and give feedback

Group sit-down | Peer assessment
 Role Play | Participants reflections

Are you confident to present information, speak & answer questions?

5 Finger Feedback

- ► **Thumb:** That was great
- ► **Index:** I have an improvement
- ► **Middle:** This was not good
- ► **Ring:** This was my favorite part of the day
- ► **Little:** This should be done in more detail

TRAINING EVALUATION

Evaluation helps you improve the next training!

Some questions for participants and trainers on the last day of the training ...

- Did the training meet your expectations?
- What did you find helpful about the training?
- What would you do differently next time?
- What is your next training, how will you continue?

