**Crowdmap Training Session (1 hour)**

**Materials**: Every PCV should have their laptops. Projector. 2 Facilitators. Prepared scenarios 1&2 on flipchart. PP presentation with scenarios 3&4. \*\*NEED GOOD INTERNET at the hotel.

**Entrance ticket**: Before the session, email all participants their log-in information. Before the session begins, tell them to be ready to begin right on time with their computers and emails open. (Have this information up on the screen at the beginning of the session)

**Hook Video (6 min):**

*(3 min) video of volunteers/staff describing the problem. (Quick edits with each describing how they are frustrated with not having access to information and frustrated with all their information lost when they leave….)*

*(3 min) video showing the crowdmap screen as a user enters new data, finds existing data through the map, edits existing data…)*

**Brief Explanation (5 min)**

Facilitators thanked everyone who participated in the making of the hook video. Explained that security issues presented in initial needs assessment survey/feedback about mapping project had been addressed. Explained the project is still evolving and will progress based on PCV participation and feedback.

**Activity 1: (15 min) Scenario based learning instructor demo (Me)**

* Display a scenario in paragraph form (scenario 1) on a flip chart that includes the data that would need to be entered through one of the forms. (need prepared flipchart)

* Have Instructor 1 sitting at her laptop w/ the screen connected to the projector. Have the instructor transfer the data from the scenario into the correct form on Crowdmap. (need laptop, projector & internet)

* At the same time have Instructor 2 verbalize what the other instructor is doing, including the thought process.

* Repeat process with scenario 2. This time the scenario is a different type of form. (need prepared flipchart)

**Activity 2: (20 minutes) Scenario based learning practice (We)**

* Project a new scenario (scenario 3 from PP) on the screen and ask participants to enter the data through a form. During this time, instructors from the team should be walking through the room observing what people are struggling with, but resist explaining things. Allow people to make mistakes and figure things out on their own. (participants need personal laptops)

* Before the next scenario is displayed, offer one correction to the group from the mistakes that were observed.

* Repeat with scenario 4. (Each time throw in a little wrinkle, like incomplete information, misspelled names, excessive information, blatantly incorrect information, etc. Important to allow them to do the work and offer only slight corrections weaning them off of your support as quickly as possible).

* Each time offer small corrections in between projected scenarios, if common mistakes are being made.

*(\*\*in reality, the internet signal at our venue wasn’t strong enough for every participant to be online and filling out these practice reports. To improvise, we had volunteers read scenarios 3 & 4 aloud, and as a group we talked about which form to select, which information was relevant/irrelevant etc.*.)

**Activity 3: (15 minutes) Real-life implementation**

* Instruct volunteers to submit 2 forms pertinent to their communities.
* Encourage them to continually use the map, keeping data up to date. \*\*\**Program managers will remind volunteers in their feedback on their monthly reports to update their maps every three months*

*(\*\*again, in reality, the internet signal at our venue wasn’t strong enough for every participant to be online and filling out real life reports. We made sure everyone had proper log-in information and encouraged them to fill out reports while the training was fresh on their minds.)*

**Feedback & Evaluation: (5 minutes)**

* Facilitators encourage questions and feedback from the group
* Participants fill out evaluation form.