

# 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

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.



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!

### BUILD YOUR TEAM

Gender Equality | Active Participation  
Open Learning | P2P Peer to Peer  
Collaboration = work together  
Innovation + Add Your Ideas!

### CREATE OPEN SPACE

Safe Space to listen and share  
Surrounding Atmosphere  
Encourage active participation  
Safety | Security | Caregiving

### 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

### 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

- .....
- .....
- .....
- .....

### 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."*

Likambu Innocent

## 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

## 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

## FORMATS

Examples

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.

### World Café

Discussion questions using hate speech example:  
What are the cases of hate speech you've heard?  
Why do you think the people use this speech?  
How can this speech be reduced?  
Fake News Discussion  
Hate Speech mitigation: #defyhatenow

### #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 deliver 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)!

## #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.

With financial support from the



#OTG #OpenTech #ASKotec #P2P #DIY #DIWO #OpenLearning #ASKnet  
<https://openculture.agency>

## 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

## CREDITS

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Published by r0g\_agency for open culture and critical transformation gGmbH  
Project Coordinators: Clemens Lerche, Stephen Kovats, Arinda Gilbert Curfrey  
Local Project Partners: Peter Batali, James Taban Radento, Mathew Lubari  
Trainers: Victoria Wenzelmann, Eva Yayi Mawa, Muhammad Radwan, Timm Wille, Daniel Connell  
Trainee Mentors: Adam Abdulmalik, John Bior Ajang Garang, Jaiksana Amaruda  
#ASKnet OTG Assembled, edited & game concept: Jodi Rose  
Photo credits: Zozan Yasir, Jaiksana Jambu Jackson, Mathew Lubari (RIC coordinator)  
Excerpts from collaborative material authored and developed with participants & trainers during the #ASKnet Training of Trainers (ToT) Rhino Camp, Uganda 2018-2019  
Open Training Guide v.1 2019

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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.

## 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



# #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!

**Anyone**  
who wants to be a trainer or  
mentor, sharing their skills  
and experience should be  
encouraged to do so!

## 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!



## 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.

## 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

## 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!



## TRAINING SCENARIO

### USER EXPERIENCE DESIGN

**ASSESS THE NEEDS**  
and challenges of  
the community

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

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

**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!



## 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!

## 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?



## 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 ques-  
tion. 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

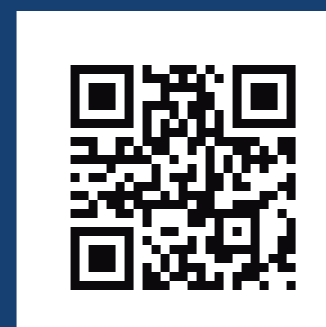
**Conduct the role play**  
conversations, controversies ... invite reflections from the group!



## RESOURCES

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

<http://tiny.cc/OTG>



## 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!