Curriculum Development Templates

Volunteer Training – Activity Plan for Workshops and Learning Sessions

What is the purpose of an Activity Plan, Workshop or Curriculum Plan?

National Societies, Secretariat/Regional Offices and Sector focal points plan workshops and learning/sharing sessions. Learning as a team often requires a clear plan to coordinate content, learning goals and scheduling. This is a draft template to for people to guide pilots, workshops and regular learning sessions for their specific national society, secretariat/regional office, sector (eg. Health, cash etc).

Activity Goal (s)	A small National Society wants to bring local community volunteers together – to learn the importance of data, to see the value of data collection; the importance of data protection.
Type of Activity	Series of short workshops
Organizing Team	National Society (Thanks to the Tonga Red Cross team for their input)
Date(s) of activities	To be determined

Please kindly fill out all sections left white below.

About the Audience

Trainers and Team Leaders working with groups for discovery and learning. Teams working together so they can create processes, workflows, and identify gaps in knowledge. Trainers who are leading sessions with individuals learning together and from each other.

Target Audience	
Main Audience	National Society Volunteers
Secondary Audience	National Society Staff

About the Content

What are the main challenges about reaching the audience(s) and training content, if any?

- People want to know the impact they are having and the associated skills. There is a disconnect.
- Real emergency needs /Concrete preparedness activities – fire assessment needs, Non-Food items (NFI) distribution, evacuation centre assessments
- For staff: available time, too many hats – efficiency, motivation
- Language barriers – content, facilitator

How can we overcome these challenges? Write key points on the importance of the topic.

- Trainings/ train the trainers
- Impact – Stories

Expected Outcomes

- Better reporting, coordination
- Ownership and confidence, trust – teamwork
- Volunteer engagement – give back/value, consistency (network building)

What is your plan for the sessions/series? Will it be remote or in person? Please list any additional resources (PDF, Videos, etc).

- Now: in person first
- In future: virtual, for people in branches

Learning Objectives of the Activities For guidance on writing learning objectives based on Bloom's Taxonomy, click *here* or *here*

At the end of the activity, learners will:

1. explore new skills
2. use data skills more effective
3. impact on response

Activity Planning

Include as many topics as necessary cooped with their respective key messages. Be sure to map this against your organisational goals and as well as obtaining feedback from participants.

Select the content from the Data Playbook to serve the learning objectives and organisational needs/feedback. If you are creating new content, please do share back with the Data Playbook team.

Topic 1 Build a Common language and Impact	Key messages /exercises (choose 1 or 2 for your audience)
Nurturing a Data Culture	◉ What data is contained in a piece of fruit? (module 1) ◉ Why Data Matters (module 1) ◉ Data product storytelling (module 3) ◉ Data Visualisation Overview (module 8) ◉ Data Visualisation Best Practices (Module 8) ◉ What is Evidence (module 9)
Topic 2 Using data	**Key messages (choose 1 or 2 for your audience)**
◉ Survey, Data Collection ◉ Data Protection and Responsible Data	◉ In your Shoes (module 7) ◉ People before data (module 7) ◉ What is the data we really need? (module 7) ◉ Making Decisions to Get the Data We Need (Module 4) ◉ Counting People (Module 4)
Topic 3 Impact and storytelling	**Key messages**
◉ How can we show our impact?	◉ Infographic Drawing (Module 8) ◉ Infographic Design Best Practices (Module 8) ◉ Data Gallery (Module 8) ◉ Share examples of visualisations. E.g. vaccination #s

PMER Activity Plan for Workshops and Learning Sessions

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Activity Goal (s)	Set of workshops with a multidisciplinary group – across departments and 'organisational levels' of people from a National Society
Type of Activity	Workshop, brainstorming – multiple short sessions
Organizing Team	FDRS-member
Date(s) of activities	To be determined

Please kindly fill out all sections left white below.

About the Audience

Trainers and Team Leaders working with groups for discovery and learning. Teams working together so they can create processes, workflows, and identify gaps in knowledge. Trainers who are leading sessions with individuals learning together and from each other.

Target Audience	
Main Audience	Everyone involved in the annual cycle of FDRS-process, from the data collection until the data reporting.
Secondary Audience	IFRC Secretariat, IFRC Regional Office, Country (Cluster) Delegations

About the Content

<div style="background:#ed1c24;color:white;padding:4px">

What are the main challenges about reaching the audience(s) and training content, if any?
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It may be difficult to gather members of the National Society across different departments and organisational levels, which makes conducting a workshop with such a multidisciplinary team a challenge to plan. In addition, it may be difficult to identify who is part of the 'FDRS-cycle', since some people are unaware that they are part of it (e.g., the people collecting data during operations). As a result, it may be difficult to motivate people to attend the workshop.

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How can we overcome these challenges? Write key points on the importance of the topic.
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It is important to clearly highlight the purpose of the workshop (to smoothen the FDRS-cycle within the National Society and to increase the quality of data reporting) and the benefit of this for each individual participating in the workshop.

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Do you have any particular recommendations regarding the activity?
</div>

Plan the workshop/series of workshops a lot of time ahead, so you have time to map the FDRS-cycle within the NS and people are invited in time regarding their expected attendance

<div style="background:#ed1c24;color:white;padding:4px">

Not only map the FDRS-cycle, but also visualise it, so that people can see where they are in the cycle, creating a sense of purpose.
</div>

What is your plan for the sessions/series? Will it be remote or in person? Please list any additional resources (PDF, Videos, etc).

- Preferably in person;
- Assessing each step of the FDRS-cycle on a whiteboard in the centre of the room
- Identifying who conducts each step of the cycle and the possible improvements within each step
- Mapping the 'future FDRS-cycle' on a whiteboard
- Identifying the (potential) role of the IFRC secretariat (especially the FDRS-team itself) in each step: how can the National Society be best supported?

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Learning Objectives of the Activities

For guidance on writing learning objectives based on Bloom's Taxonomy, click *here* **or** *here*
</div>

At the end of the activity, learners will:

1. Better understand the role of data in their National Society and the importance of this data for the IFRC Secretariat;
2. Better understand their own role in the FDRS-cycle (and the broader data collection cycle) of the National Society

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Activity Planning

Include as many topics as necessary cooped with their respective key messages. Be sure to map this against your organisational goals and as well as obtaining feedback from participants. Select the content from the Data Playbook to serve the learning objectives and organisational needs/feedback. If you are creating new content, please do share back with the Data Playbook team.
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Data collection – Module 4	Key messages
⊙ Data collection during operations ⊙ Disaggregating data ⊙ The future of data collection	⊙ The role of data collection and communities/ responsible data use ⊙ Counting people; (Module 4) ⊙ Understanding different data types (Module 7) ⊙ The importance of disaggregating data
Data synthesization – Module 5	**Key messages**
⊙ Combining data from different operations, EAs, and other projects ⊙ Combining data from different branches	⊙ The opportunities and challenges of synthesizing data ⊙ The importance of data quality ⊙ Data quality workflow; Generating a data quality checklist; Data quality opportunities and barriers. (Module 5)
Data for decision-making – Module 9	**Key messages**
⊙ Providing data to decision-makers ⊙ The role of the data within the larger network ⊙ The role of the data within the National Society	⊙ What are the ways that data contributes to decisions ⊙ The role of data within the organisations across multiple organisational levels ⊙ What is evidence (Module 9) ⊙ What data do we really need (Module 7) ⊙ Engaging communities; (module 9) ⊙ How do we keep learning from decisions; Different information needs. (Module 9)

National Society Transformation – Activity Plan for Workshops and Learning Sessions

What is the purpose of an Activity Plan, Workshop or Curriculum Plan?

National Societies, Secretariat/Regional Offices and Sector focal points plan workshops and learning/sharing sessions. Learning as a team often requires a clear plan to coordinate content, learning goals and scheduling. This is a draft template to for people to guide pilots, workshops and regular learning sessions for their specific national society, secretariat/regional office, sector (eg. Health, cash etc).

Summary

A National Society is on a digital transformation journey. A team from the international department and colleagues from other groups are initiating a plan to discover how the IFRC Data Playbook might support this overall journey with a special focus on key projects.

Activity Goal (s)	National Society (with input from the Norwegian Red Cross)
Type of Activity	Data literacy workshops
Organizing Team	
Date(s) of activities	To be determined

Please kindly fill out all sections left white below.

About the Audience

Trainers and Team Leaders working with groups for discovery and learning. Teams working together so they can create processes, workflows, and identify gaps in knowledge. Trainers who are leading sessions with individuals learning together and from each other.

Target Audience	
Main Audience	Two key projects
Secondary Audience	National Society teams – domestic and international

About the Content

<div style="background: red; color: white;">**What are the main challenges about reaching the audience(s) and training content, if any?**</div>

- ◉ Overall there is a gap in common understanding around data.

  — How can staff consume data?

  — How to build ownership and tackle scaling?

  — How to engage decisionmakers – tie to impact?

  — What is the change management to have data and digital strength

  — How to build link with ops to strategic financial data

- ◉ How can we support delegates? There is an increased need to use and understand data for emergency operations. The Standard Operating Procedures could be a way to better connect data literacy goals.

- ◉ There are projects occurring in partners national societies. Data Literacy could assist the journey to go deeper with product use and understanding

<div style="background: red; color: white;">**How can we overcome these challenges? Write key points on the importance of the topic.**</div>

- ◉ Explore what the project teams need to learn

- ◉ Consult with Delegates and other National Societies

<div style="background: red; color: white;">**Suggested Outcomes**</div>

<div style="background: red; color: white;">**What is your plan for the sessions/series? Will it be remote or in person? Please list any additional resources (PDF, Videos, etc).**</div>

- ◉ Remote learning

<div style="background: red; color: white;">**Learning Objectives of the Activities**

For guidance on writing learning objectives based on Bloom's Taxonomy, click here or here</div>

At the end of the activity, learners will:

1. Explore their data culture and needs

2. Improve and support existing projects

3. Consider how to collaborate to tell their impact with decision-makers

Activity Planning

Include as many topics as necessary cooped with their respective key messages. Be sure to map this against your organisational goals and as well as obtaining feedback from participants. Select the content from the Data Playbook to serve the learning objectives and organisational needs/feedback. If you are creating new content, please do share back with the Data Playbook team.

Topic 1 Common language	Key messages
Data Culture and digital transformation are priorities	◉ How is data used across the organisation? What are the opportunities/barriers? Use – What is the State of Data (module 9) ◉ Explore the digital strategy with About IFRC Digital Transformation Strategy (Module 2)

Topic 2 Impact via products/programs	Key messages
How can our project have best data practices	◉ What are the roles needed to support each step of the workflow? (Module 3) ◉ Data product storytelling (Module 3) ◉ Data and Technology checklist (Module 3)

Topic 3 Reaching Decision-makers	Key messages
We want to reach our decision-makers.	◉ Making Decisions to Get the Data We Need (Decision Tree) (Module 4) ◉ How can we support data-informed decision-making? (Module 9) ◉ Negotiating with Decision-makers- Exercise (Module 9)

Digital Maturity Assessment Activity Plan Workshops and Learning Sessions

What is the purpose of an Activity Plan, Workshop, or Curriculum Plan?

National Societies, Secretariat/Regional Offices, and Sector focal points plan workshops and learning/sharing sessions. Learning as a team often requires a clear plan to coordinate content, learning goals, and schedule. This is a draft template for people to guide pilots, workshops, and regular learning sessions for their specific national society, secretariat/regional office, sector (eg. Health, cash, etc).

Activity Goal (s)	Understand how to grow data culture for National Societies that have completed the Digital Maturity Quickscan and Digital Transformation Assessment.
Type of Activity	A 3-hour workshop introducing the concepts of data culture and strengthening data teams
Organizing Team	
Date(s) of activities	To be determined

Please kindly fill out all sections left white below.

About the Audience

Trainers and Team Leaders working with groups for discovery and learning. Teams working together so they can create processes, workflows, and identify gaps in knowledge. Trainers who are leading sessions with individuals learning together and from each other.

Target Audience	
Main Audience	NS staff that have been involved in the Digital Transformation Assessment.
Secondary Audience	Senior management that wants to be directly involved in the knowledge development of their team.

About the Content

What are the main challenges about reaching the audience(s) and training content, if any?
The audience might not understand what is the direct outcome of their participation in the workshop.

How can we overcome these challenges? Write key points on the importance of the topic.

Introducing what data culture is important to gain a cumulative knowledge and understanding about data within an organisation.

Do you have any particular recommendations regarding the activity?

What is your plan for the sessions/series? Will it be remote or in person? Please list any additional resources (PDF, Videos, etc).

Preferable in-person

Learning Objectives of the Activities

For guidance on writing learning objectives based on Bloom's Taxonomy, click *here* or *here*

At the end of the activity, learners will:

- ◉ understand the need and effects of data
- ◉ have a common understanding of data projects occurring in their organisation
- ◉ identify their role in data projects

Activity Planning

Include as many topics as necessary cooped with their respective key messages. Be sure to map this against your organisational goals and as well as obtaining feedback from participants. Select the content from the Data Playbook to serve the learning objectives and organisational needs/feedback. If you are creating new content, please do share back with the Data Playbook team.

Topic 1	Key messages
◉ Why data matters	◉ Introducing the audience to why data matters at an organisational level and not only at an individual level ◉ Why data matters (Module 1)
Topic 2	**Key messages**
◉ Data culture	◉ Sharing data goals and learning from data projects within the organisation ◉ Show and Tell: Data stories (Module 2) ◉ Building a data culture handout (Module 2)(additional material that can be used/shared with the group)
Topic 3	**Key messages**

◉ Strengthening data teams

◉ Building a common language around data and

◉ Identifying the roles needed to support the data workflow in an organisation

◉ Data Skills Scoping (Module 2)

◉ Data Workflow and Roles (Module 3)

Data Protection – Activity Plan for Workshops and Learning Sessions

What is the purpose of an Activity Plan, Workshop or Curriculum Plan?

National Societies, Secretariat/Regional Offices and Sector focal points plan workshops and learning/sharing sessions. Learning as a team often requires a clear plan to coordinate content, learning goals and scheduling. This is a draft template to for people to guide pilots, workshops and regular learning sessions for their specific national society, secretariat/regional office, sector (eg. Health, cash etc).

Activity Goal(s)	Encourage Data Protection and Responsible Data use across the RCRC
Type of Activity	Series of short workshops to build advocacy and knowledge
Organizing Team	Data Protection focal points/Responsible Data advocates/practitioners
Date(s) of activities	To be determined

Please kindly fill out all sections left white below.

About the Audience

Trainers and Team Leaders working with groups for discovery and learning. Teams working together so they can create processes, workflows, and identify gaps in knowledge. Trainers who are leading sessions with individuals learning together and from each other.

Target Audience	
Main Audience	National Society staff – project and program leads
Secondary Audience	Volunteers

About the Content

What are the main challenges about reaching the audience(s) and training content, if any?

- ◉ People need clear examples to relate to the concepts
- ◉ There is a need to make it applicable and implementable – How to apply to day to day
- ◉ Be clear on What is it and Why it matters/What are the consequences
- ◉ Unpack the principles across legal basis and interpret it

How can we overcome these challenges? Write key points on the importance of the topic.

- ◉ Tailor to different audiences
- ◉ Users/project managers
- ◉ Users/decision makers
- ◉ Legal

Do you have any particular recommendations regarding the activity?

- ◉ Make it 4 workshops 1 hour over time
- ◉ Keep scope small – easy to grasp and follow

What is your plan for the sessions/series? Will it be remote or in person? Please list any additional resources (PDF, Videos, etc).

- ◉ Remote

Learning Objectives of the Activities

For guidance on writing learning objectives based on Bloom's Taxonomy, click here *or* here

At the end of the activity, learners will understand:

1. Why data protection matters – how to be responsible with data – assume not heard about it
2. how to apply to day to day/implement it – with local concrete examples/scenario and consequences
3. The sense of principles, ownership, interpret. where to start as an NS or staff member
4. How to build organisational/individual mental muscle and ask for help /confidence/trust/security

Activity Planning

Include as many topics as necessary coupled with their respective key messages. Be sure to map this against your organisational goals and as well as obtaining feedback from participants. Select the content from the Data Playbook to serve the learning objectives and organisational needs/feedback. If you are creating new content, please do share back with the Data Playbook team.

Topic 1 Key Concepts	Key messages
Provide overview of key concepts to build common understanding. Consult with teams on what questions they may have.	◉ What is Data Protection (module 7) ◉ Data Hygiene checklist (module 7) ◉ Introduce the IFRC and/or your National Society Data Protection policy ◉ What is the legal basis? and provide some ethical guidelines? (module 7) ◉ How can we talk about consent? Practical Guidance
Topic 2 Data Collection and Data Sharing	**Key messages**
Consider the processes around data collection and coordination	◉ Data Protection nightmares (Module 7) ◉ Know what is the data we really need (Module 7) ◉ Understanding and Identifying different types of data (module 7) ◉ Know if we should share it (Module 7) ◉ Review Data Sharing Agreements (checklists) (Module 7)
Topic 3 Making it part of your day to day work	**Key messages**
Depending on your projects and team's needs, these are next step sessions to help people incorporate data protection and responsible data use into their work.	◉ Data Protection Impact Assessments (module 7) ◉ Apply responsible data use throughout your project (Module 3) ◉ Exercise: Debate club (module 7) ◉ Data Simulation (Module 5/7) ◉ Data and Technology checklist (Module 7)

Health draft- Activity Plan for Workshops and Learning Sessions

**What is the purpose of an Activity Plan,
Workshop or Curriculum Plan?**

National Societies, Secretariat/Regional Offices and Sector focal points plan workshops and learning/sharing sessions. Learning as a team often requires a clear plan to coordinate content, learning goals and scheduling. This is a draft template to for people to guide pilots, workshops and regular learning sessions for their specific national society, secretariat/regional office, sector (eg. Health, cash etc).

Activity Goal (s)	Discussing survey designs and how formulating proper forms aids in efficiency getting the data we need.
Type of Activity	As part of a data collection training for the health team at a national society, the facilitator kick off the training with a 2 hour workshop covering survey design.
Organizing Team	
Date(s) of activities	To be determined

Please kindly fill out all sections left white below.

About the Audience

Trainers and Team Leaders working with groups for discovery and learning. Teams working together so they can create processes, workflows, and identify gaps in knowledge. Trainers who are leading sessions with individuals learning together and from each other.

Target Audience	
Main Audience	Health team that will be collecting data in the field
Secondary Audience	Volunteers supporting data collection processes

About the Content

> **What are the main challenges about reaching the audience(s) and training content, if any?**

Preparing small workshops and practical sessions with the health team that will be applying these skills in health emergencies.

> **How can we overcome these challenges? Write key points on the importance of the topic.**

Small workshops that act as a refresher for the team before entering the field for data collection.

> **Do you have any particular recommendations regarding the activity?**

> **What is your plan for the sessions/series? Will it be remote or in person? Please list any additional resources (PDF, Videos, etc).**

Preferable in person

> **Learning Objectives of the Activities**
>
> **For guidance on writing learning objectives based on Bloom's Taxonomy, click** *here* **or** *here*

At the end of the activity, learners will:

1. understand the decisions on what data needs to be collected
2. understand the effects of good and bad surveys
3. consider data protection when setting mobile data collection

> **Activity Planning**
>
> **Include as many topics as necessary cooped with their respective key messages. Be sure to map this against your organisational goals and as well as obtaining feedback from participants. Select the content from the Data Playbook to serve the learning objectives and organisational needs/feedback. If you are creating new content, please do share back with the Data Playbook team.**

Topic 1	Key messages
What data do we need?	⊙ Making Decisions to Get the Data We Need (Module 4) ⊙ Making decisions to get the data we need (Module 9) Clear understanding of what questions and decisions need to be made food the data that needs to be collected
Topic 2	**Key messages**

Building a survey	⊙ Designing a bad survey (module 4) to understand where things go wrong
	⊙ Best practices for designing a survey (Module 4)
	⊙ Survey basics slidedeck (Module 4) Understand survey design coordination for different outcomes and scenarios
	⊙ Household survey scenario (Module 4)

Topic 3	**Key messages**
Data protection in mobile data collection	⊙ Understand how data protection and responsibility will affect the data and information workflows
	⊙ Mobile data collection and data protection handout (Module 7)

Activity Plan for Workshops and Learning Sessions

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Activity Goal (s)	E.g. Is this a series of short workshops in a regional office or a dedicated workshop for a sector (e.g. cash ERUs)
Type of Activity	
Organizing Team	
Date(s) of activities	

Please kindly fill out all sections left white below.

About the Audience

Trainers and Team Leaders working with groups for discovery and learning. Teams working together so they can create processes, workflows, and identify gaps in knowledge. Trainers who are leading sessions with individuals learning together and from each other.

Target Audience	
Main Audience	
Secondary Audience	

About the Content

What are the main challenges about reaching the audience(s) and training content, if any?

How can we overcome these challenges? Write key points on the importance of the topic.

Do you have any particular recommendations regarding the activity?

What is your plan for the sessions/series? Will it be remote or in person? Please list any additional resources (PDF, Videos, etc).

Learning Objectives of the Activities

For guidance on writing learning objectives based on Bloom's Taxonomy, click *here* **or** *here*

At the end of the activity, learners will:

1.
2.
3.

Activity Planning

Include as many topics as necessary cooped with their respective key messages. Be sure to map this against your organisational goals and as well as obtaining feedback from participants. Select the content from the Data Playbook to serve the learning objectives and organisational needs/feedback. If you are creating new content, please do share back with the Data Playbook team.

Topic 1	Key messages

Topic 2	Key messages

Topic 3	Key messages