

Trainers Agenda:

Dates: 4-7th November

Venue:

Trainers:

Participants: NGO's/CBOs

Roles:

Goretti will be the facilitator, Sally will assist

Ssozi and Berna will do Social networking tools training

Sally will take on Digital Story training

Materials:

- Speakers on trainers machine (for digital stories and audio)
Sally will bring
- trainers machine on projector
- Headphones for participants
- 2 or 3 flash drives
- Pens, notebooks, flipchart paper
 - Training materials
 - FrontlineSMS installer should be on all the machines, ready for installing
 - Extra Sim card for participants to use for demo

Print:

Agenda's for participants (for each)

Attendance register (one)

Evaluation form (for each)

Message-in-a-box (sally will bring)

Pre-workshop tasks:

- Copy materials
- Order stationary
- Copy attendance register
- Finalise agenda, make copies
- Compile packs for participants
- Evaluation form
- Confirm travel, catering, accommodation etc
- Clean up training room

Day One 4th November		time	trainers notes
Registration Introductions - to trainers, participants and the process	9.00 – 9.30 09.30 – 10.00		<ul style="list-style-type: none"> - Goretti will welcome participants - Trainers will introduce themselves - Do a go-around participants: say one lie and one truth about yourselves, the person next to you will guess which is which. - Sally will do a presentation on Feminist practice of technology, participants will engage with the issues identified
Feminist Practice of technology	10.00 – 11.00		
Background of the Project	11.00 – 11.15		Goretti will introduce the MDG3 project – goals and history
Expectations and Agenda Checking	11.15 – 11.30		On post-it notes participants will note down one expectation on each note. These will be put up on wall Sally will go through the Agenda and Match expectations to what we will cover
Tea	11.30 -11.45		
Session: Mobile phones Small Group Discussion: How are mobiles used for social change? Sally	11.45 -12.30 45 mins		Participants will broken down into groups of 3. Each group will be given 20 mins to discuss the following questions: (1) Examples of how mobile phones have been used to address social issues in their contexts; (2) Why were these examples successful? (3) How can these examples be applied for the women's empowerment agenda? Each group to write their examples on sheets of paper. 5 mins to introduce the session. Extra http://ftx.apcwomen.org/node/39 5 mins for groups to wrap up. Using the gallery methodology, each group will post their sheets of paper on the wall and look at each others' work. Participants posting questions to each other will be facilitated.
Gallery of Examples	12.30 – 13.00		
Lunch	13.00 -14.00		Lunch
Mobile Phones cont. Identifying factors of Success and Failure	14.00 – 14.45 (45 minutes)		In 4 groups, participants will brainstorm a list of factors that contribute to the success of a project that uses mobile phones, and a list of risks of failure. Groups will report back on only 3 things on their list. Place lists on the wall
Session: FrontLine SMS Lead trainer: Ssozi Introduction to FrontlineSMS Hands On: Frontlinesms Installation and Demo	14.45 – 17.00 (2hours, 15min)		A presentation on FrontlineSMS and how it has been used in different ways by activist groups as well as the requirements for using the application (45 minutes) A plenary discussion to answer the following questions: (1) Can the

		participants see how FrontlineSMS can be applied in their work?; (2) What are the opportunities that this software can provide for their work? (3) What are the limitations? (30 minutes)
--	--	---

Day two: Focus on Social Networking Tools!

Opening	9.00 - 9.10	Welcome and agenda for the day
Overview of Tools Goretti	9.10 - 9.45 (30 mins)	Facilitator to ask participants to write down on cards the social networks they know of - if any, and also to write down the characteristics of online social networks. Everyone will place their cards on the wall, and the facilitator will conduct a gallery and
Facebook: Ready, steady go! Berna	9.45 - 10.45 (60 mins)	discussion at the wall to discuss findings An introduction to Facebook (15 minutes) Hands on: registering with facebook
	10.45 - 11.15 (30 min)	Making friends, adding a profile picture, updating your status, responding to requests Facebook: Causes and groups: joining groups, searching for groups and making your own
Tea/coffee	11.15-11.30	
Small but Powerful: Twitter! Ssozi	11.30-12.30 (60 min)	What is Twitter? Using twitter: register, follow others (mobileactive!) send a tweet, use a hash tag (#ftxuganda09) search for others and follow!
Make your voice heard: Blogging! Sally	12.30 - 13.00 (30 mins)	Introduction to blogging: reading from Riverbend, Citizen Journalism Africa, Global Voices
Lunch	13.00 - 14.00	lunch
Bloggng cont.	14.00 -15.30	Bloggng above continued. Identify your audience, decide on your message, decide on categories and tags Check the list: page 104 of Message-in-a-box! Register with wordpress, customize your blog and create your first blog
Sharing pictures: (Ssozi)	15.30 - 16.30 (1 hour)	Sozi to demonstrate Flickr. Divide participants into groups and one person will register. (25 mins) Then, each group will go out on a photo assignment. They must take 2 pictures of something that represents the FTX for them, and they must also draft a caption for that picture. They must return and post the picture onto flickr (35 minutes)
When and how to use the tools we know (sally)	16.30 -	Assessing the tools we have learnt:

Closure	17.00	In groups, participants will
	17.00	<ul style="list-style-type: none">- list the positives and negatives of using the social networking tools they have learned about in their work- identify which tools are best for the different projects they are currently involved in- Identify what planning steps must be take before implementing the tool in their work

Day three: Digital Stories

Opening: welcome Goretti	9.00 – 9.10	welcome!
Introduction to digital stories (Sally)	10.00 – 11.30 (1 hour 30mins)	<ul style="list-style-type: none"> - show some examples of stories - Discuss their impact on the viewer: how did they make you feel - Set up teams of 4 people, for working on your digital story. Stories can be dramas, public service announcements, or 'talk-shows' - Define your team's roles (photographer, director, narrator, actors etc.) - In teams Develop your concept, script and story board
Presentation of Digital stories in groups (Goretti, Sally, Berna and Ssozi to roam groups)	11.30 – 12.15 (45 mins)	<p>- We will conduct 5 Story Circles</p> <p>In 5 groups, each team will present their story – they will get feedback from the other members of their group on:</p> <ul style="list-style-type: none"> - Was the story between 1.5 and 2.5 minutes long? - Was the story engaging and interesting? - Were the characters in the story un-stereotypical? - Was the storyboard practical (can it be done?!)
Imaging Sally (Berna and Ssozi to help participants)	12.00- 13.00 (1 hour)	<p>Presentation on taking pictures and downloading them.</p> <p>Instructions on recording audio.</p> <p>Groups to take camera's and start getting their images done – think out of the box and be creative. No pictures of people without their consent!</p> <p>Download images onto the machine they will be using</p>
Lunch	13.30 – 14.00	
Windows Movie maker Sally	13.30 – 14.00	<p>Tutorial: Using Windows movie maker to:</p> <ul style="list-style-type: none"> - record your script - import images and files - insert transitions and effects - inserting titles - exporting
	14.00 – 17.00	Working on stories!

Day 4: Feminist Practices of Technology and Planning

- welcome	09.00 - 9.15	
- Viewing stories Sally	9.15 - 10.15 (1 hour)	Get stories onto one machine and view them as a group. Ask participants for feedback on stories Ask about applying these methodologies - do they have photos in the office? Can they upload to video sharing website? Short Presentation on distribution channels
Violence Against women and ICTs: Identifying issues Goretti and Sally	10.45- 11.00 (45 mins)	- in groups, participants will identify how ICTs can be used to end violence against women, and how ICTs are used to perpetrate violence against women. (20 minutes for discussions, and 15 for report backs)
In Practice: Violence Against women and Technology Sally	tea 11.00 - 11.30 11.30 - 12.15 (45 mins)	Spectrogram exercise: on either end of an imaginary line on the floor: agree/yes and disagree/no. Read the following statements: - A journalist spots a boy carrying a machine gun, does he take the picture? - For us to be heard we must be controversial and sexy - like the tabloids - Some censorship is a good thing What do we need to take into consideration when we use ICT tools? In groups, come up with at least 5 guidelines for considering violence against women and : - Working with cellphones - Working with social networking tools and - Digital stories - Images and Video
- evaluation and closure	12.15 - 13.00	Thanks Filling in evaluation forms Closing and presentation of certificates Lunch and departure

