## Training plan

The purpose of this section is to enable the NS to understand the training requirements for the use of RedRose.

***Key Questions / considerations:***

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| **Who are the stakeholders that will use the system? And what are their training needs?** | Better to have separate training sessions based on stakeholders or group of them. Need to be clear on the learning objectives (e.g. skill building vs. awareness/advocacy).  E.g. Volunteers may only need to be trained on the RRCollect and RRApp for data collection and distribution, and not necessarily the platform.  Finance and Project Managers will need to be trained together on the Finance approval workflow due to shared responsibilities & segregation of duties.  Vendors may need to be trained separately also, particularly if they will need to use devices. |
| **Do you need to do a Training of Trainers (ToT) or just a small, single team?** | Typically training starts in HQ and trainers go to the branches to train others in the field. Sometimes, the use of the system is first limited to the stakeholders in the initial pilot, so a smaller team will require the training without having a formal rollout. This should include communication and advocacy to branches. |
| **Is there someone from the NS that had some experience with RedRose already (or a similar system)?** | For future trainings, leverage those who have been involved in the pilot to conduct subsequent trainings. If doing a pilot, take pictures and videos and note down issues or areas for improvement. These would be helpful in subsequent trainings. |
| **How long do training sessions take?** | Depending on the type of training (advocacy/awareness or skill building). Advocacy/awareness could go from 1 hour basic high-level highlights to 2-3 days of intro and demo sessions. Skill building could take 3-5 days depending on the number participants and their skill levels. |
| **Who can lead the training?** | For ToT, can contact your region’s cash focal point to see options from those with RedRose experience in the Movement. Can also request RedRose to conduct the training either remotely or on-site. |
| **Where can I get training materials?** | For out of the box functions, you may take some generic materials from the RedRose training website: <https://training.redrosecps.com/>. IFRC has some generic presentation of common concepts as well. These could be used and updated based on the context or customizations of the NS.  The sample user guide in the toolkit could also be useful for simple activities.  We are hoping to develop more videos or online based materials to complement training needs. |

**Methodology for training:**

* Phase 1: Setup Context, Big picture, Challenges with data/distribution
* Phase 2: Introduce key concepts, provide definition of terms, show screenshots, overall process, (lessons learned from previous distribution?)
* Phase 3: Hands on demo, exercises
* Phase 4: Test the knowledge
  + For ToT, participants should be able to go through the steps on their own (see where gaps are and what additional resources are needed so they are comfortable and ready to teach the branch colleagues)