Session 1	**Introduction**		Duration: **20 mins**

Session Summary

This session formally introduces the training. Participants are introduced to one another and to the facilitator, and the facilitator outlines the aim of the training and specific learning outcomes. The session also clarifies responsibilities of participants throughout the training to ensure that it runs well.

Session Objectives

- Welcome participants and introduce them to each other.
- Outline the agenda and review aims and learning outcomes.
- Develop an agreed learning culture and ground rules.

Learning Outcomes

By the end of this session, participants should be able to:

- Recall the aims, learning outcomes and overall content of the training.
- Explain the difference between security and safety.

Time	Suggested Activities	Resources
5 mins	**Welcome** Welcome participants and introduce the training. Introduce yourself and any other facilitators. If participants are not known to each other, ask participants to introduce themselves. Go round the room with each person saying their name, organisation (if relevant) and job title. Provide details of facilities (toilets, wi-fi, etc.) and explain any important safety measures, including what to do in case of fire alarm or the need to evacuate the building.	• S.1 Introduction Presentation – Slide 1
3 mins	**Aim, Learning Outcomes & Agenda** The aim of the training is to develop the personal security and safety awareness of participants to enable them to operate safely in insecure environments. Go through some of the key learning outcomes and deal with any questions or concerns. Refer participants to the agenda and the sessions planned. Place a flip chart sheet labelled "Parking Lot" on the wall to park discussions for later in the training, or for participants to note down questions during breaks. Point out and explain the 'Parking Lot' to participants.	• Slides 2–4
10 mins	***ACTIVITY:*** **One Word!** Divide participants into pairs, ask each pair to identify single words that best describes, or they associate with the terms like 'security' and 'safety' and then ask them to identify single words they associate with the terms like 'insecure' or 'unsafe'. Capture the suggestions on a flip chart. If time, ask participants to expand on their discussions and share a point or two that highlights their discussion and the words chosen.	• Slide 5

	? Ask participants: *What is the difference between security and safety?*	
	Reveal to participants the different definitions for security and safety on the slide and discuss how there is often overlap between the two definitions. If an internal training, discuss how your organisation defines it.	
	(i) Security means freedom from harm, or the risk of harm, which results from intentional acts. In humanitarian contexts, these risks might be kidnappings or bombings.	
	Safety means freedom from harm, or the risk of harm, which results from unintentional acts. In humanitarian contexts, these risks might be natural disasters or road traffic incidents.	
	It is also important to note that risks are not only physical but include psychological trauma and mental illnesses.	
	There are many overlaps in the measures required to manage both security and safety risks. Critical safety incidents, such as vehicle accidents, may have additional security implications.	
2 mins	**Ground Rules** Prepare a flip chart explaining ground rules: • Phones on silent – only answer for emergencies. • No texting or reading messages. • No laptops. • Respect timekeeping – let's try to start and end on time. • Be respectful of other participants and the facilitators – no interrupting. Ask participants if there are any other ground rules they would like to add. Discuss and agree. Write these on the flip chart.	• Flip chart prepared with list of ground rules