






Session 1	<b>Introduction</b>	 Duration: <b>30 mins</b>
<p><b>Session Summary</b></p> <p>This session formally introduces the training. Participants are introduced to each other and the facilitator outlines the aim of the training and specific learning outcomes. The session also captures the participants' own expectations and identifies the learning culture required to ensure the training runs well.</p>		
<p><b>Session Objectives</b></p> <ul style="list-style-type: none"> <li>• Welcome participants and introduce them to each other.</li> <li>• Outline the agenda and review aims and learning outcomes.</li> <li>• Capture and discuss participants' expectations.</li> <li>• Develop an agreed learning culture and ground rules.</li> </ul>		
<p><b>Learning Outcomes</b></p> <p>By the end of this session, participants should be able to:</p> <ul style="list-style-type: none"> <li>• Recall the aims, learning outcomes and overall content of the training.</li> <li>• Know the trainers and their fellow participants.</li> </ul>		
Time	Suggested Activities	Resources
10 mins	<p><b>Welcome</b></p> <p>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 around 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.</p>	<ul style="list-style-type: none"> <li>• S.1 Introduction Presentation - Slide 1</li> </ul>
5 mins	<p><b>Aim, Learning Outcomes &amp; Agenda</b></p> <p>The aim of the training is to equip participants with the awareness, skills and tools necessary to manage security and safety risks to staff and programmes, within their specific operating context. Go through some of the key learning outcomes and deal with any questions or concerns.</p> <p>Refer participants to the agenda and the sessions planned over the two days.</p> <p>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.</p>	<ul style="list-style-type: none"> <li>• Slides 2-4</li> </ul>
10 mins	<p><b><i>ACTIVITY:</i> Expectations</b></p> <p>It can be useful to gain an understanding of the participants' individual and collective expectations.</p> <p> Ask participants: <i>What are their expectations for the training, and what are they hoping to learn or achieve?</i></p>	

	<p>Participants should note their expectations on card/sticky notes - one expectation per card/sticky note. Once completed, ask participants to place their cards/sticky notes randomly on an area of the wall or a flip chart sheet. Once all participants have identified their expectations, ask the participants to gather round and look at the expectations identified by other participants.</p> <p> Ask participants: <i>Are there any similarities or patterns in the different expectations?</i></p> <p>Expand on their observations and highlight when and how these will be addressed in the training. Identify any expectations that are beyond the scope of the training, or the planned programme and, if possible, suggest how this could be addressed. Explain that you will refer to the participants' expectations at the end of the training to determine if these were met or not.</p>	
5 mins	<p><b>Ground Rules</b></p> <p>Prepare flip chart with a few ground rules:</p> <ul style="list-style-type: none"> <li>• Phones on silent - only answer for emergencies.</li> <li>• No texting or reading messages.</li> <li>• No laptops.</li> <li>• Respect timekeeping - let's try to start and end on time.</li> <li>• Be respectful of other participants and the facilitators - no interrupting.</li> </ul> <p>Ask participants if there are any other ground rules they think should be added. Discuss and agree. Write these on the flip chart.</p>	<ul style="list-style-type: none"> <li>• Flip chart prepared with list of ground rules</li> </ul>