**Surf Smart 2.0 Training Plan Online**

The following plan is a suggestion of how to run your own online Surf Smart 2.0 training for leaders.

It is not essential for leaders who would like to deliver the Surf Smart programme to attend a training event. However, you may find that running a training event for leaders is a great way to encourage and engage leaders in the programme, and make sure they feel confident in running Surf Smart 2.0 with their group.

Session time: 4 hours (you can decide to shorten the session, according to the time you have available or to split it into 2 sessions).

No. of participants: 15 - 25 people is the suggested number for this online training (you can decide to increase or reduce the number by making the necessary adjustments)

OBJECTIVES:

By the end of this training session participants will:

* Experience delivering and participating in activities from the Surf Smart 2.0 Programme: Press Enter & #BeTheChangeOnline.
* Receive feedback and support on delivering Surf Smart 2.0 activities
* Feel confident in running Surf Smart 2.0 with their group

ONLINE TOOLS you will need:

* Teleconferencing platform, such as Zoom, Microsoft Teams, Google Meet
* Survey/poll software, such as Survey Monkey, Google Forms or Slido, Ahaslides
* Collaboration tools provided by the teleconferencing platforms or other software, such as online whiteboard, chat-board

TIPS:

* If the group you are working with do not know each other, you can create a virtual icebreaker before connecting online. For example, via email you could ask participants “Where are you joining us from?” and use online tools to depict locations. Then share the information once you connect with them.
* Provide participants with an online copy of the Surf Smart 2.0 program. Point them to the exact pages they might need to have downloaded for easy access, or to have read through.
* Make sure to have all quizzes/surveys ready beforehand and to have tested them out.
* It is advisable to go through the discussion points of each activity as they are described in the programme so that participants can have the understanding of what is required.
* You can always select to do other activities than the ones suggested below. Make sure they are adapted for online/remote trainings.

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| Time | Content | Method/Process | Materials |
| 10 min | Introduction to Surf Smart 2.0 | Welcome everyone and introduce the Surf Smart 2.0 programme to the participants. | Surf Smart 2.0 PowerPoint presentation – slides 1-13 |
| 2min | Pre training survey | This should be send prior to the training otherwise should be done at the begenning of the training. Follow the QR code or link to complete the survey online | Surf Smart 2.0 PowerPoint presentation – slides 2 |
| 5 min | Surf Smart 2.0 – an overview on how it works | Give to participants an overview of what the program consists of and how they can earn their badge. | Surf Smart 2.0 PowerPoint presentation - slides 14-17 |
| 15 min | Adult internet safety Guidance | PowerPoint slide 11. Ask participants:  Does anyone already have a policy you use for any of these topics? Does your Member Organization?  Would it be useful to improve or expand the policies you use day to day?  If you have time you may want to include the following activity:  Divide training participants into online break out rooms, each focusing on one of the areas covered in this slide. Ask them to discuss the ideas suggested on the back of Surf Smart 2.0 on their topic. Ask them to agree a policy that could be used in their own context, and present this to the rest of the group in a creative and engaging way – for example as a public service announcement on television. | Surf Smart 2.0 PowerPoint presentation - slide 18  A digital copy of the Surf Smart 2.0 programme for each participant or related pages on the programme. |
| 10 min | Getting Started Activities | “Is there someone who…”, Surf Smart 2.0 page 21  Explore the ways each member of the group uses the internet, reflect on things they might want to learn and have a look at what Surf Smart 2.0 can offer. You can create a survey online to keep track of the answers. | Survey/poll software with questions as described in the Surf Smart 2.0 Programme.  Surf Smart 2.0 PowerPoint presentation – slide 19 |
| 20 min | DISCOVER activity  ‘Best of the web’ | Split the large group into smaller groups (4-6 people each) in separate break out rooms.  Ask them to prepare activity ‘Best of the web” as described in slide 20.  Bring participants back together into the large group. Allow the groups to briefly (1-2 min) present what they have prepared.  Then spend 5 minutes discussing the following reflection questions:   * What were the key learning points from the activity? * Did the participants enjoy the activity? * Is there anything you would do differently next time/with a different group?   TIP: You can separate the groups prior to the call (for example by designating their team via email) or on the spot (either by chance or as you wish). It would be best to keep the same groups throughout the training in the activities requiring smaller groups. | Surf Smart 2.0 PowerPoint presentation – slide 20 |
| 10 min | BREAK | | |
| 20 min | CONNECT activity  ‘Super spread’ | Depending on the number of participants you have in your training, ask participants to select 2 numbers within that range. For example if you have 23 participants, then ask them to select 2 numbers from 1-23. Then depending on your teleconferencing platform, ask them to count and find the 2 participants with that number. These are their 2 new contacts on their ‘pretend device’.  Select one participant to start the game. Explain that this participant has decided to send a snapshot, a photo, an article or anything you want to the new two contacts on their ‘pretend device’.  The participant reads their names and they have to show they have received the snapshot. You can do that any way you want. For example, you can start with cameras turned off and whoever hears their name, should turn it on. Or you can ask them to touch their nose, or raise their real or virtual hand (if that is a feature on the platform).  Then they have to send it to their two contacts, so those people should acknowledge receipt. After all, someone you know sends it to you, so it must be ok to forward!  Continue the process until almost everyone in the group has received the content. If the names are repeated, it just goes to show how content can be sent more than once.  Discuss the points in slide 21.  After the activity, spend 5 minutes discussing the reflection questions (See above). | Surf Smart 2.0 PowerPoint presentation – slide 21 |
| 20 min | PROTECT activity  ‘Perfect password’ | Split again into the same small groups.  Teams will have 10 minutes to prepare the activity ‘Perfect Password’ as described in slide 22.  The remaining 10 minutes they will come back to the large group to play the following game:  Which team has found a strong password? Participants try to guess the strength of the other teams password.  Is it   * Very weak * Weak * Good * Strong * Very strong   You can also confirm the strength of the password using tools such as [The Password Meter](http://www.passwordmeter.com/), [Kapersky Password Checker](https://password.kaspersky.com/) and [All things Secured Password Checker](https://www.allthingssecured.com/password-checker/).  The team that comes closer to guessing the strength of the most passwords, wins!  After the activity, spend 5 minutes discussing the reflection questions (See above). | Surf Smart 2.0 PowerPoint presentation – slide 22 |
| 20 min | RESPECT activity  ‘Real or Fake’ | Ask everyone to take the quiz which is based on activity ‘Real or Fake’, described on slide 23.  Then discuss the outcome and the ways that you can tell Fake from Real news by looking at slides 24-29.  After the activity, spend 5 minutes discussing the reflection questions (See above). | Survey/poll software with material as described in the Surf Smart 2.0 Programme  Surf Smart 2.0 PowerPoint presentation – slide 23-29 |
| 20 min | IMAGINE activity  ‘A positive online community’ | Split again into the same small groups.  Ask them to take 10 minutes to discuss activity ‘A positive online community’ described in slide 30.  Come back to the larger group and ask each group to share their ideas.  After the activity, spend 5 minutes discussing the reflection questions (See above). | Surf Smart 2.0 PowerPoint presentation – slide 30 |
| 10 min | BREAK | | |
| 20 min | #BeTheChangeOnline  Step 1: Bringing change the WAGGGS way | Explain that after having explored ways to make the most out of your online experiences in a safe and balanced way, it is time to reflect and take action for the online world.  Share with each participant one of the changemaker stories in the program (page 112-115) prior to the training. You can assign them randomly.  During the training ask them to describe to the rest of the large group what they have read and discuss the points in slide 32.  Go through slide 32 and discuss the 3 ways Girls Guides and Girl Scouts take action to bring social change. Create and ask participants to take a quiz which can to include the examples in the program page 119-121.  Discuss the outcome. | Surf Smart 2.0 PowerPoint presentation – slides 31-32 |
| 20 min | #BeTheChangeOnline  Step 2: #BeTheChangeOnline project | Split into groups. Give each group one of the suggested topics along with the description of the issue and the suggested projects.  Ask them to select from the list of projects one way of bringing change:  Raise Awareness, Take action in your Community or Speak Out.  Give groups 10 minutes to discuss and brainstorm on how they would bring it to life.  Come back to the large group and ask each group to present their ideas.  After the activity, spend 5 minutes discussing the reflection questions (See above) for both Step 1 and Step 2. | Surf Smart 2.0 PowerPoint presentation – slides 33 |
| 10 min | Girl Guides & Girl Scouts in charge | Discuss the Girl Guide/Girl Scout-led approach in creating a  SURF SMART 2.0 curriculum | Surf Smart 2.0 PowerPoint presentation – slides 36 |
| 10 min | General questions | Now participants have had the opportunity to try out activities from each section of the Surf Smart 2.0, invite the group to share key learning and discussion points or any general questions, ideas or comments they would like to share.   * Do leaders feel confident in running the Surf Smart 2.0 programme with their group? * Address any concerns they may have and problem solve any questions that arise as a group | Surf Smart 2.0 PowerPoint presentation – slides 37-40 |
| 10 min | #BeTheChangeOnline | Step 3: Internet Safety Promise  Invite participants to write their own internet safety promise. Bring the group in a circle and in turns ask each participant to share their promise. | Surf Smart 2.0 PowerPoint presentation – slides 41 |
| 5 min | Post training survey | Follow the QR code or link to complete the post training survey online. | Surf Smart 2.0 PowerPoint presentation – slides 42 |