

CCR Assessment Training Course Session Guide

Overview

As part of the process to develop and refine the Coastal Community Resilience (CCR) Guide, the U.S. Indian Ocean Tsunami Warning System (IOTWS) Program conducted three national training courses in Sri Lanka, Indonesia, and Thailand. This Appendix provides a summary of the course goals and objectives and course outline.

Course Goals and Objectives

The goal of the CCR national training courses was to build the participants' capacity to catalyze actions that would increase the resilience of their coastal communities. By the end of each course, the participants were expected to be able to:

- a) Identify and distinguish between practices that increase or erode community resilience.
- b) Conduct a CCR assessment for small communities (including tourism areas).
- c) Develop an action plan to increase community resilience to coastal hazards.
- d) Provide feedback to trainers on the applicability and usefulness of the content, approach, and tools.
- e) Create a detailed work plan to conduct a CCR assessment and action plan in one or more communities after the training workshop.

Recommendations for Course Designs

The national workshops were each conducted in 4 to 5 days, with one day dedicated to a field practicum. The CCR training materials summarized here were designed as a 5-day program. The 5-day course design results in a very active and fast-paced session.

The training materials can be used as a reference to design courses of varying lengths and focus. The course materials can be adapted to fit the audience, training objectives, and time allocated. In adapting these materials for shorter training courses, be careful not to try to cover more material than is appropriate for the audience and the time available. Advice on adapting the course for shorter formats is presented below, following the summary of the 5-day course design and Table C-1.

Table C-1. Example of a 5-Day Coastal Community Resilience Training Workshop Agenda

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM	<p>Opening Ceremony</p> <p>MODULE 1: What Does Resilience Look Like?</p> <p>1.1 Overview of workshop (objectives, expectations)</p> <p>1.2 Introduction of participants and their images of resilience</p> <p>1.3 Ice breaker</p> <p>1.4 Overview of the CCR System</p> <p>1.5 Resilience – National context – Success and challenges post-tsunami</p>	<p>2.4 Intro to Elements <i>Society and Economy, Warning and Evacuation, Emergency Response, Disaster Recovery</i></p> <p>2.5 Group Exercise #2 & Report Out: Elements</p>	<p>MODULE 3: Methods and Tools To Assess Resilience</p> <p>3.1 Presentation of Ranong findings and process</p> <p>3.2 Tools for Sharing Hazard Risk Information</p> <p>3.3 Methods and tools for building resilience</p> <p>3.4 Group Exercise #5 – Dos and don'ts of focus group and interviews</p>	<p>MODULE 4: Field Practicum</p> <p>4.1 Group Exercise #7 Field Exercise</p> <ul style="list-style-type: none"> Gathering information Focus groups Interviews Field mapping 	<p>MODULE 5: Planning for and Building Resilience</p> <p>5.1 Packaging the Results for Action</p> <ul style="list-style-type: none"> Gaps and Priorities Resources and Opportunities Phased Action Plan <p>5.2 Next Steps for Field Exercise site</p> <p>5.3 Review process moving forward</p> <p>5.4 "Team" Work Plan Development (continued from Exercise #4) and presentation</p> <p>5.5 Reflections of CCR</p> <p>5.6 CLOSING – certificates</p>
PM	<p>MODULE 2: Defining the Enabling Conditions for Community Resilience</p> <p>2.1 Setting a national context for community resilience</p> <p>2.2 Intro to Elements <i>Governance, Land Use Management and Structural Design, Risk Knowledge, Coastal Resource Management</i></p> <p>2.3 Group Exercise #1 & Report Out</p>	<p>2.6 Group Exercise #3. Open Space: Findings, strengths and weaknesses of National Enabling Environment</p> <p>2.7 "Fish Bowl" Discussion Panel – Integrating the elements across the three domains</p> <p>2.8 Looking beyond the Workshop – CCR Pilot Assessment</p> <p>2.9 Group Exercise #4: Team Work</p>	<p>3.5 Field Briefing</p> <p>3.6 Group Exercise #6 Preparation for field exercise</p>	<p>4.2 Synthesize findings: Disaggregate data into strengths, weaknesses and unknowns for each benchmark</p> <p>4.3 Presentations</p> <p>4.4 Observer Round Table Participant</p> <p>4.5 Reflections of a technical floater from the field</p> <p>4.6 Synthesis of Conclusions, Opportunities and Scoring</p> <p>4.7 Distribute Evaluation</p>	
EVE		Informal Participant "Team" meeting	Karaoke – Team Building		

5-Day Course Design

The three national training sessions were designed for a target audience of national agencies, community-based organizations, international nongovernment organizations (NGO), and other selected organizations. The training program is divided into five major modules. The five modules of the workshop closely follow the CCR Guide, *How Resilient is Your Coastal Community? A Guide for Evaluating Community Resilience to Tsunamis and Other Coastal Hazards* (US IOTWS 2007).

Module 1: What does resilience look like?

- 1.1 Overview of workshop (objectives, expectations)
- 1.2 Introduction of participants and their images of resilience
- 1.3 Ice breaker
- 1.4 Overview of the CCR model and assessment tool
- 1.5 Resilience – Context of “Specific Country” – Successes and challenges post-tsunami

Module 2: Defining the enabling conditions for community resilience

- 2.1 Setting a national context for community resilience
- 2.2 Intro to resilience elements *Governance, Land Use Management and Structural Design, Risk Knowledge, and Coastal Resource Management*
- 2.3 Group exercise no.1: Resilience element and benchmark review and report out
- 2.4 Intro to resilience elements *Society and Economy, Warning and Evacuation, Emergency Response, and Disaster Recovery*
- 2.5 Group exercise no. 2: Resilience element and benchmark review and report out
- 2.6 Group exercise no. 3: Open space: Findings, strengths and weaknesses of the national enabling environment
- 2.7 “Fish bowl” discussion panel: Integrating the elements across the three domains
- 2.8 Looking beyond the workshop: CCR pilot assessment
- 2.9 Group exercise no. 4: Team work

Module 3: Methods and tools to assess resilience

- 3.1 Background presentation on field practicum site
- 3.2 Tools for sharing hazard risk information
- 3.3 Methods and tools for building resilience
- 3.4 Group exercise no. 5: Dos and don'ts of focus group and interviews

3.5 Field briefing

3.6 Group exercise no. 6: Preparations for field exercise

Module 4: Field practicum

4.1 Group exercise no. 7: Field exercise

- Gathering information
- Focus groups
- Interviews
- Field mapping

4.2 Synthesize findings

4.3 Presentations

4.4 Observer round table

4.5 Reflections of a technical floater from the field

4.6 Synthesis of conclusions, opportunities, and scoring

4.7 Distribute evaluation

Module 5: Planning for and building resilience

5.1 Packaging the Results for Action

- Gaps and Priorities
- Resources and Opportunities
- Phased Action Plan

5.2 Next steps for field exercise site

5.3 Review process moving forward

5.4 “Team work” plan development (continued from group exercise no. 4) and presentation

5.5 Reflections of CCR

5.6 Closing – certificates

A 5-day course allows the participants to be introduced to the concept of resilience as it relates to three key areas: coastal management, emergency management, and community development. This is followed by a review of the elements of resilience and the current context in each country. Field research skills are reviewed before conducting a full day of field data gathering to practice the skills and synthesize findings. The last day is focused on developing a work plan for conducting the assessment and how to create action plans using the results of the assessment.

The CCR guide is used in the courses as background material for the discussion of resilience elements, and CCR assessment worksheets are used as templates for conducting the field assessment. Details of how the five modules are carried out over the 5-day course are summarized in Table C-1.

Adapting the Design

The materials from the 5-day course can be shortened and extracted to fit shorter time allotments or training goals. Table C-2 presents some suggestions for adapting the 5-day course design to shorter time segments:

Table C-2. Recommended Topics to Cover in Shorter Training Sessions

Time	Concepts	Elements	National Context	Assessment Process with a Case Study	Field Skills	Action Planning
5 Days	1.1–1.5	2.2–2.5, 2.8–2.9	2.1, 2.6, 2.7	3.1–3.3	3.4, 3.6, Module 4	5.1–5.6
3 Days	X	X		X		X
1 Day	X	X		X		
3 Hours	X (Brief)	X (Brief)		X (Brief)		

Note: Numbers correlate to the module sessions listed above and on the CD.

Guidance for Trainers

Based on the experience from the three national workshops, here is a brief list of tips and guidance to assist the trainers in designing and facilitating future training sessions.

Design

- Vary the training format to generate participation and dialog using open forums, “fishbowl discussions” (see below), exercises, and field work.
- Try to use “fishbowl” discussions, in which 3 to 4 participants representing different domains discuss specific issues while the rest of the participants observe, to address topics such as the national context analysis.
- Small group activities are very effective for participants to get acquainted with each other and the content.
- Ensure that the training team has at least a 3-hour session together before the workshop to assess their facilitation skills. Each member can identify their individual strengths and discuss what techniques they want to learn or improve.

- Schedule daily debriefings to provide an opportunity to review the workshop mechanics, sessions, and techniques. This also gives trainers an opportunity to get feedback on their training skills. These debriefings are essential to ensure that the workshop meets both the needs of the participants and the course objectives.
- Attract the right participants by networking with the organizations and doing background research. This also establishes the possibility for future partnerships.
- An ice-breaker exercise is an excellent way to introduce participants and encourage them to participate early on.
- Clear objectives must be communicated for the workshop and each session.

Facilitation

- Allow the participants to co-train some sessions if they have expertise in the subject matter.
- Allow time for the different sectors of coastal management, emergency management, and community development to share experiences and skills.
- Use co-facilitators in sessions to make it easier to process the discussions and make the session run effectively.
- Ensure good facilitation of the group discussions, since the amount of information generated during these sessions can be substantial.
- Prepare the participants for the site visit by giving them background materials, a clear purpose, and skills training.
- Hire a local facilitator (organization and facilitation) to assist with native language and local context.
- Assign different trainers to each of the small groups to ensure effective group work and to capture the essence of the conversations, which often is not reported out.
- Provide guidance on action planning to avoid overly general outcome statements.
- Have participants/organizations sign their action plans to engender commitment.