Training of Trainers (ToT) on Digital Security

Dates: 25th to 31st May, 2016

Venue: Bali, Indonesia

DEF team members attended a ToT on Digital Security (SoC-ToT) organised by the Association for Progressive Communications (APC) in Bali, Indonesia.

The TOT began with a round of introductions by all present. Three countries were represented at the session. We began with an overview of objectives and the flow of the ToT.
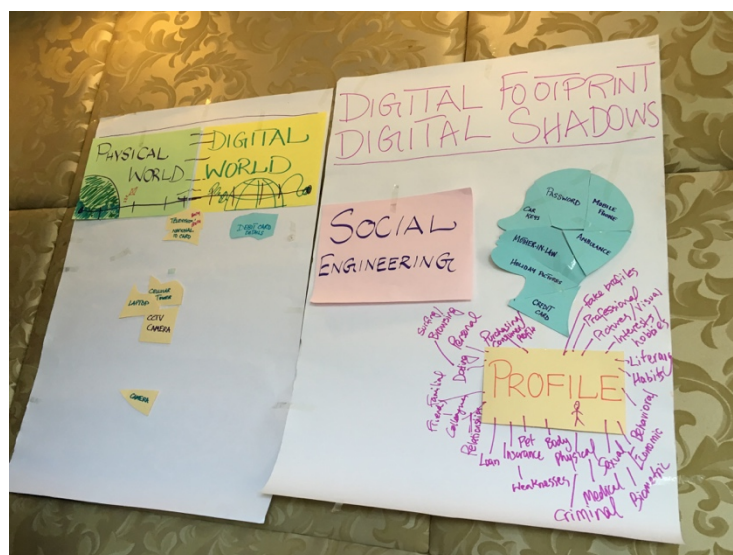
A set of ground rules set the tone for the training A user level introduction into the concepts of social engineering, digital shadows & footprints and an exercise into deconstructing the lines between the digital and the real world laid a strong foundation for the next few days.

The next two days were spent on imparting additional user level information and practical session on malware, password generation & storage and secure communications.

On the fourth day, the potential trainers were assigned various topics on which they would create separate presentations to test their understanding of the concepts as well as their training abilities.

Mini-manual for trainings & workshops

THINGS TO KEEP IN MIND

It is important for any trainer to ensure that learning becomes a memorable experience for the participants. Sharing below some of points that one may keep in mind before conducting any training session:

1. **Recce the space –** Before the actual workshop, visit the workshop venue, walk around and get a sense of the space. If you will be conducting an activity, make sure that you have plenty of gathering area. Also, try to practice your session before the actual workshop.
2. **Give disclaimers –** While suggesting solutions to a certain problem, always keep it clear that it might not be the ultimate solution.
3. **Be unbiased –** Always keep your discourse free from prejudice or inclination towards any group, political party, community, gender, region or culture
4. **Understand power dynamics –** Always sense if one group of learners is getting lagged behind the other and distribute your attention evenly
5. **Conduct activities & energisers –** Few subjects could be very dry and boring and participants might lose interest. Keep-up the engagement level by conducting energisers and games whenever necessary. However, ensure that activities do not physically hurt anyone or compromise with any cultural belief
6. **Keep false promises at bay –** Make sure that you keep your promises. For instance, if you assure them that you would be sharing reference material, do it post the workshop, etc.
7. **Tackling tricky subjects –** Subjects, such as digital security and threats, might scare first time computer learners and discourage them from learning computers all together. Avoid such situations by suggesting them solutions.
8. **Hands-on training –** Whenever you teach participants new software, always reserve some time out of the session to let participants try out the software. Try to give attention to each participant while giving hand-on training
9. **Ask before you post –** Always take consent from the participants before publishing any information that suggests their participation in the workshop
10. **Protect your own devices –** Avoid using your own digital devices during hand-on training. Also, do not touch participants' digital devices unless they allow you to do so.

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11. **Recognise participants' abilities –** Keep in mind that every participant comes with a certain set of skills which may be utilised during the course of workshop. Never undermine participants' abilities.
12. **Slow down, take your time –** Give participants plenty of time while introducing a complex process or method. For instance, training in new software in a short time period might create damage the digital device.
13. **Conduct proper background research –** Whenever introducing a new tool or software, always do a proper research on its validity, security and legitimacy.
14. **Use the emotional hook –** Suggest actions or ask questions to people that would trigger feelings related to happiness or nostalgia. For example: ask them to share a certain childhood memory.
15. **Avoid putting people in a spotlight –** Don't surprise or shock people by putting them in an awkward position. This includes abruptly picking a participant from the group and posing a question they most likely wouldn't be able to answer.
16. **Keep your desktop clear –** If you are planning to use your laptop for projector, ensure that the number of icons on your desktop is minimal. Also close all unnecessary tabs to avoid distracting the participants.

ADIDS

ADIDS is a basic methodology one may employ during the course of a training session:

A: Start with an **activity** so as to get the participants engaged
D: **Discuss** briefly the subject and get them involved by asking what they feel about it. In this way, they would get a sense of ownership out of the session
I: Once you have got participants attention, **input** the actual details of the subject in to the session. This part of the session might get too technical and boring. Hence, it is necessary to carry out initial two steps to ensure your participants' complete attention
D: **Deepen** in the topic and suggest solutions to the participants. Conduct 'hands-on' if possible to ensure that the participants are able to make use of the 'solution' (for example, suggesting a software for data cleaning)
S: **Synthesise** the session through a quick recap. You may also briefly introduce next day's activities so as to trigger curiosity. Always conclude your session with a positive note, so that participants do not leave in confusion or ambiguity.

ENERGISERS
'All work and no play make Jack a dull boy'. Games and energisers are excellent ways to keep participants engaged and encouraged to sit through the workshop session. One may conduct these energisers in the beginning of each session or incorporate them within the session show, given the availability of time. One must have an energizer in the beginning of the day, after lunch and at the end of the workshop so that everyone leaves destressed. Energisers especially after lunch should have plenty of activity so as to cut-down any afternoon sluggishness.

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Draw your name:
Ideally an ice-breaker, distribute A4 sheets amongst participants and ask them to describe their name. Except that instead of writing, ask them to draw the meaning of their game. You may also ask them to draw what they like to do and their hidden super-power. Once they are done, ask them to come forth and share their drawings with other participants and what their drawings mean.

Paper Candy Game:
On pieces of paper, let's call them paper candy, write down positive emotions and virtues, such as joy, optimism, listen, understand, empathy etc. Ask participants to randomly pick one paper candy. Once all the candies are distributed, ask them to reveal their 'virtue''. Ask them how they would be using it throughout the day.
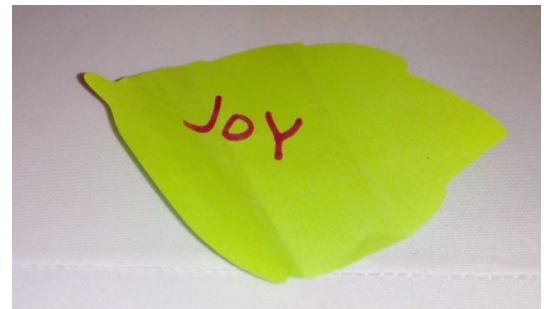
Go to that place (meditation game):
Ask your participants to close their eyes and picture a place in their mind where they always wished to go. Tell them to concentration and feel themselves walking towards the place. Ask them to stay there for few moments, use all their senses to experience their being there. Then, ask them to start walking back to the training hall. After giving them a few seconds, ask them to open their eyes and them how they feel. This is a great game to relieve any sort of stress and to improve concentration.

Mirror game:
Divide your participants in to two teams. Ask one person from each team stand in front of the other. One would be the 'person' and other would be the reflection. The 'person' would do an action and the 'mirror' would do the exact imitation. The game could get become quite hilarious, making it a great stress buster

'Hi, my name is' (name exchange game):
Make our participants gather in a place with plenty of open space to move around. Ask participants to move around randomly and 'exchange' their name to any other participant

For example, Rob, Kevin and Harry are playing the name exchange game:
                    Bob (to Kevin): *Hi! I am Bob*
                    Kevin: *Hello! I am Kevin*
Now, Bob would walk to Harry:
                    Bob (to Harry): *Hi! I am Kevin*
                    Harry: *Hey! I am Harry*
Now, if Harry goes to Kevin, the conversation would be:

Harry: *Hey! I am Kevin*

Kevin: *Hi! I am Bob*

At this stage, Kevin will get released from the game as he got his name back

'Hi, my name is' (imaginary name and description game)

Ask participants to think of a name they had always wanted to have and then write it on a post-it and stick it on themselves to make them visible. They would then start walking around introducing themselves to the others with their imaginary name. Unlike the previous game where they would exchange names, here they will have to describe the meaning of their name to the other person

Encrypt! Chair game:

This game is similar to the musical chair game. Place the same number of chairs plus one extra chair in a circle as the number of participant. Participants are supposed to sit in their assigned chairs. One person who stands in the middle would have the 'den'. As the game begins, a participant would get up and move to chair right adjacent to them in any direction, while the player next to them must occupy their emptied chair. Each participant must shout 'encrypt' while occupying the empty chair. The person in the should be swift inn occupying any empty chair before any participant fills it up.

Jargon Ball:

This activity can either be conducted towards the end of the day or the beginning of the next day. The activity can be used as alternative to a 'recap' session where participants would stand in a circle. The participant who has the ball in their hand would share that one learning they liked the most in the session and randomly throw the ball to another person who would then share their learning. The activity will end when all the participants have got their chance. One may include 'hopes, fears, expectation' sharing in the activity.