

Sample M&E Guidance Material used under the Journalist Security Fellowship (JSF) Project:

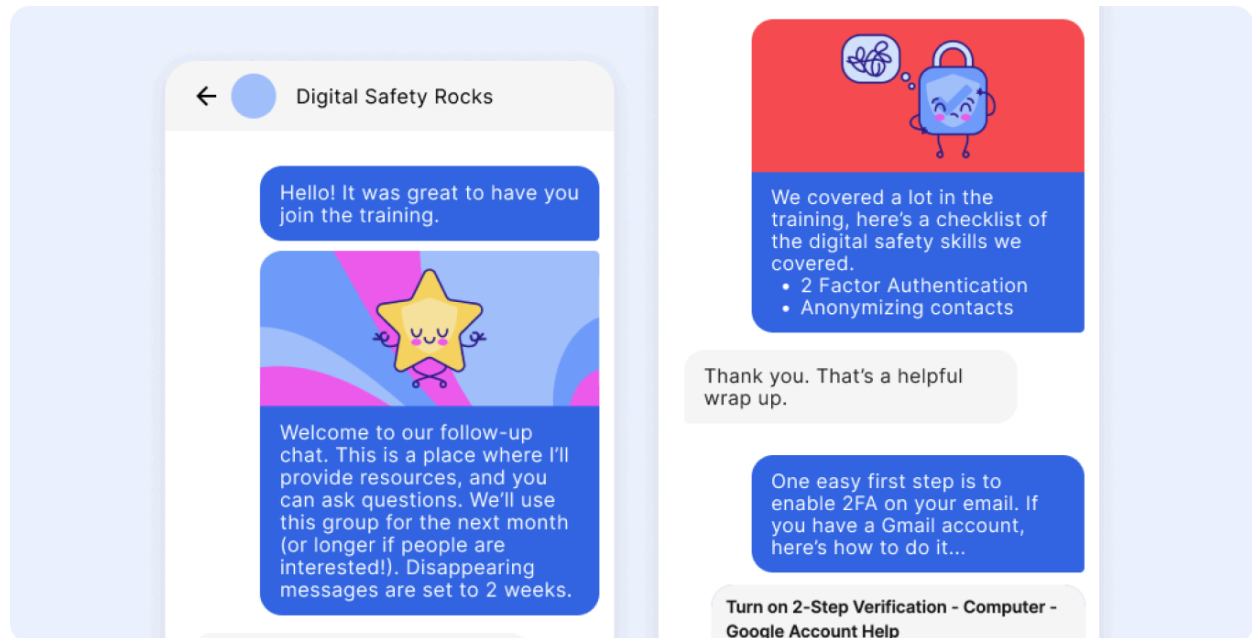
Follow Up Instructions

This document is intended to be used as an example of how to implement JSF's approach to Monitoring & Evaluation (M&E) data collection for digital security scenario-based trainings. It is written as guidance for JSF digital security trainers on how to 1) collect data from their training participants 3 weeks post training on adoption of improved digital security practices and behaviors and 2) create an ongoing space for learning and connection post training. For more information on JSF and scenario-based training methods, visit [our webpage](#).

Developed by Okthanks and the Journalist Security Fellowship project

There are 2 parts to follow up. Both are required components of your training.

- [Online group chat/channel](#) (Immediately after your training)
- [Direct poll](#) (3 weeks after your training)




Immediately After Your Training

Online Group Chat/Channel


The follow up channel is an online space (for example, a Signal group chat or Facebook group) that you can use to connect with participants, share resources and answer questions after the training.

Beyond providing further assistance, the purpose of this space is to expose participants to the information again and to make it easy for them to take action on the digital safety practices. Lastly, **the follow up channel is a launchpad to facilitate online polls for M&E learning. This step is very important as it will allow us to collect data to better understand whether training participants adopt practices that they learned during the training!**

 **Tip for trainers:** When choosing your follow up platform, be sure to choose a space that allows for both group and one-to-one communications. Reach out to the Internews team if you need help making a decision on which platform to use based on the threat model of your participants.

When:

- Invite people to join this online group chat/channel or online space during the training. Then a couple days after the training is complete, share the *Review of Skills* prompt (see sample message guide below).


 **Tip for trainers:** Create the group before the training with the default 'Welcome' graphics then add people directly to the group during your training.

Materials:


- Check out the fun graphics you can use in your chat: [Digital Safety Rocks Illustration Set](#)

Instructions



Toward the end of the training, invite participants to join the group chat. Then a couple days after you've completed your training, begin engaging with participants and reminding them about the topics and skills you covered during the scenario-based training. Remember, this is a place to share resources, remain connected and engage with participants about digital safety practices and tips. We have provided some sample messages you can use to facilitate the conversation.

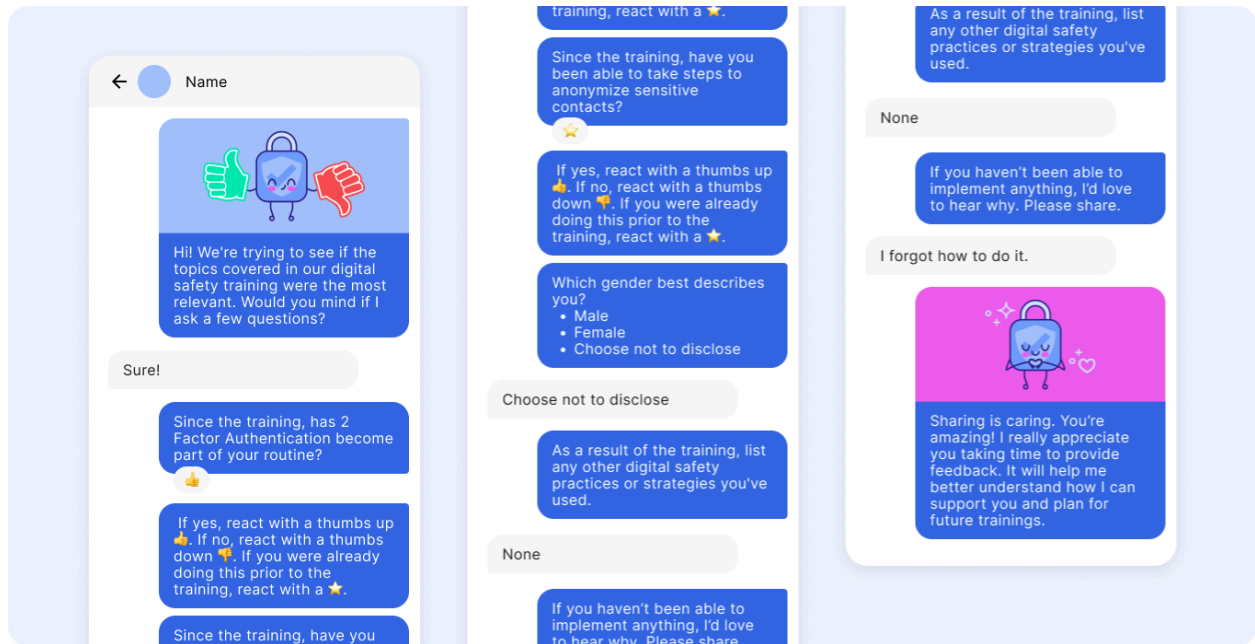
 **Tip for trainers:** An alternative to inviting participants to the group chat, you can have them sign up for the follow up group by providing their information (name, number, etc.) on a sign up form.

Type of Message	Sample	Tips / Instructions
Welcome	Hello! It was great to have you join the training. Welcome to our follow-up chat. This is a place where I'll provide resources, and you can ask questions. We'll use this group for the next month (or longer if people are interested!). Disappearing messages are set to 2 weeks.	
Review of skills	We covered a lot in the training, here's a checklist of the digital safety skills we covered. <ul style="list-style-type: none"> - Skill 1 - Skill 2 - Skill 3 	Tailor this message so that your checklist covers the skills focused on in the training.
Nudge / Opportunity to act	One easy first step is to ... Here's how: ...	Use graphics to spark interest, or screen records to demonstrate how to do the thing.
Personalization	In the writing exercise, many of you mentioned ...	Share themes or trends participants mentioned during the writing exercise.
Additional Resources	Here are some resources that you might find helpful...	
Encouragement	Digital safety is a process. Keep going!	
Primer for follow up poll	I want to hear from you! Look for a private chat from me in the coming weeks with a few easy questions. :)	

 **Tip for trainers:** Some people may choose not to join the follow up group chat. Try following up directly with those participants in a one-on-one chat. It is still important to understand how their experience of scenario-based training went and if they are taking action on what they learned.

M&E Data to Record

-  Record the number of people who joined the group. This is what data you need to capture to report back to Internews in the  **Post Training Form.**



3 Weeks Later

Direct Poll

The Direct Poll is a set of questions you will ask each participant 3 weeks after the training. The goal is to gather more measurement and evaluation data. This will help you understand if participants were able to implement learnings or if they require additional support. Gaining these insights can help you as a trainer know what is important to participants so you can tailor future trainings. It also allows Internews to report to the funder on whether or not scenario-based training methods are effective in changing the behaviors of participants.

When:

- Run the poll 3 weeks after the training.


 **Tip for trainers:** Set a calendar reminder for yourself!


Materials:


- Check out the fun graphics you can use in your chat: [Digital Safety Rocks Illustration Set](#)





Instructions

3 weeks after the training, follow up with participants directly (not in the large group). Start a direct chat on whatever platform you choose with each participant who attended your training. Before sending direct messages, send a 'heads up' in the group chat.

 **Tip for trainers:** How you choose to communicate in this direct chat should feel natural to you. The guide below outlines the different types of messages you could send and provides a sample. Please localize/translate messages as needed.

 **Tip for trainers:** We expect you will not get 100% of your participants to respond to all of the questions, but please try to get as many responses as you can. To do this, try following up with participants who you don't hear back from within a couple of days.

*Messages with this brain symbol () are meant to gather specific data points for M&E (measurement and evaluation), so please update the list of skills/practices/behaviors only but do not change the way the question is asked. You are welcome to localize/translate messages but the same type of data should be collected. If you have questions about this, let us know. Most messages are **REQUIRED**, so please send them so we can collect the appropriate data.

Type of Message	Sample	Tips / Instructions
Hello	Hi! I'm trying to see if the topics covered in our digital safety training were the most relevant. Would you mind if I ask a few questions?	Include the participants name when reaching out directly and saying hello. Some people may not continue to respond to you, and that's ok. Try to encourage responses.
Poll Question 1 	Since the training, has <list a skill, practice, or behavior taught during the training> become part of your routine? If yes, react with a thumbs up  . If no, react with a thumbs down  . If you were already doing this prior to the training, react with a  .	Tailor this message so that each question asks about one skill, behavior or practice focused on in the training. Only choose 2-3; 5max and remember to only ask about one skill, behavior, or practice per question. Please update the skill to reflect your training, but

	<p>Adapted Sample: Since the training, have you adopted the habit of logging into your accounts with 2FA? If yes, react with a thumbs up 👍. If no, react with a thumbs down. 👎. If you were already doing this prior to the training, react with a ★.</p>	<p>don't change the second part of the question (asking to react with emojis). We need this for consistency.</p> <p>You may want to copy & paste the adapted sample directly into your chat. Just don't forget to update the skill :)</p>
<p>Poll Question 2 (or 3, 4, or 5) 🧠 (if asking about more than 1 skill, practice, etc.)</p>	<p>Since the training, has <list a skill, practice, or behavior taught during the training> become part of your routine? If yes, react with a thumbs up 👍. If no, react with a thumbs down. 👎. If you were already doing this prior to the training, react with a ★.</p> <p>Adapted Sample:</p> <ul style="list-style-type: none"> • Since the training, have you been able to take steps to anonymize your sensitive contacts? If yes, react with a thumbs up 👍. If no, react with a thumbs down 👎. If you were already doing this prior to the training, react with a ★. 	
<p>Appreciation (optional)</p>	<p>You're amazing! I really appreciate you taking time</p>	<p>Use graphics to spark interest, or screen records</p>

	to provide feedback. It will help me better understand how I can support you and plan for future trainings.	to demonstrate how to do the thing. You can use whatever appreciation language you would like.
Why 🧠	If you haven't been able to implement anything, I'd love to hear why. Please share.	This will help you as a trainer understand if there is more support required or if you should adjust training topics for future participants.
Keeping in touch (optional)	Would you like to continue to stay in touch and receive digital safety updates?	If offering this, be sure it is something you have the time and resources to follow through on. If you're unsure, perhaps just end with a generic "Reach out if you have any further questions."
Gratitude	Thank you!	

M&E Data to Record

This is what data you need to capture to report back to Internews. Tell Internews when you have completed conducting the poll and Internews will provide a 📝 form or template for reporting.

- #Report the poll results for each skill that you asked about. This will include all of the answers to the questions with the 🧠 emoji in the messaging guide.
 - For each skill and each answer (yes or no) make sure to include the total number of responses you received and break down the results by gender. You should have collected gender data from participants via the writing exercise during the training. Here's an example of what your data will look like:
 - Skill 1: Yes (5) - 2 female, 2 male, 1 non-binary
 - Skill 1: No (2) - 2 male
 - Skill 2: Yes (0)
 - Skill 2: No (7) - 2 female, 5 male, 1 non-binary

- If people have testimonies or impact stories to share, include those. If people list the specific strategies they are employing, list them.

💡 **Tip for trainers:** Record the data from the direct poll right away either by taking screenshots of the results or writing the results down (including gender breakdown for each result).

🌟 **You did it!! Review your checklist to make sure you've completed everything. Then reach out to Internews! 🌟**

