

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

## Training Structure & Materials

*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 incorporate M&E data collection into their trainings. For more information on JSF and scenario-based training methods, visit [our webpage](#).*

*Developed by Okthanks and the Journalist Security Fellowship project*

During your training, there are **3 modules you are required to incorporate**.

1. Scenario-Based Exercise(s) (VR, TTX, and/or Canary Token Simulation)
  - a. Wall Survey Activity (Following Each Method)
2. Skills Training/Review
3. Writing Exercise

Immediately after your training, you are required to follow up with participants. For more instructions and guidance on how to conduct a follow up review the **★ Follow Up Instructions**.

## Before the Training

Your first decision will be determining which **method of scenario-based training** you will be using. As a reminder, you may use the VR scene, the table-top exercises, the Canary Token simulation, or any combination of these methods.

Please review this slide deck from our workshop for an overview of the different methods and possible use cases. If you are considering revising one of the TTX scenes or creating your own TTX, please refer back to the Developing TTX slide deck.

Once you have selected which scenario-based exercises(s) you will be conducting, you will need to **identify 3-5 concrete skills or behaviors** that you want participants to focus on during the training. These will serve as your learning objectives during the training. Selecting concrete skills prior to your training is essential for helping you scope your focus as a trainer, setting tangible learning goals for participants, and will help us set a benchmark for measuring whether the training was effective.

Before your training, be sure to gather all the materials or resources you will need to successfully facilitate your training and capture data from your participants. Below is a sample list of supplies or materials you may want to consider depending on your training (remember to request funding support for materials in advance):

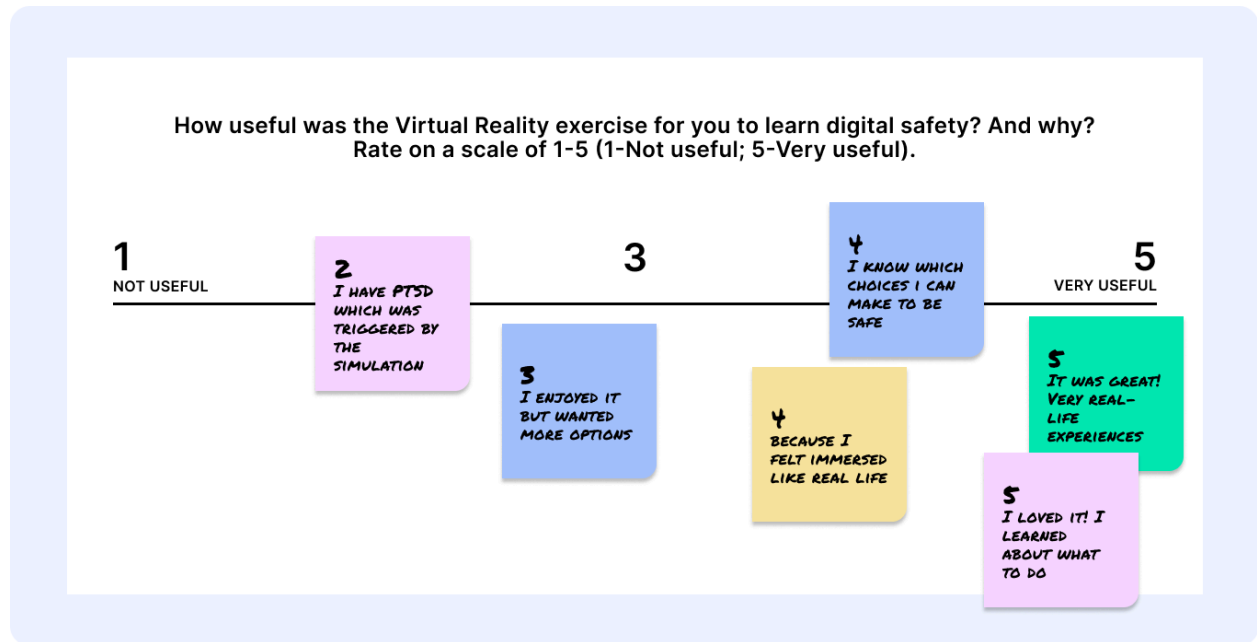
- Flipchart paper
- Sticky notes
- Markers
- Paper and pens
- Phone or other device to take photos of data gathered
- Scenario-based resources (laptops, VR headsets/headphones, chargers, etc)
- Slide deck for skills training (optional)

Once you have completed your pre-training form and Internews confirms you are ready, it's time to schedule your training and promote your event!

## **During the Training**

### **Scenario-Based Exercise**

Please refer back to the resources provided during our workshop as you facilitate the scenario-based portion of the training (virtual reality, tabletop exercises, and technical simulation).



## Wall Survey

After each scenario-based exercise is the perfect time to allow participants to take a 5 minute break (perhaps before a coffee break) and rate their experience. Use the Wall Survey to collect responses. The objective of this activity is to learn from participants about how useful the training style (VR, TTX, Canary Token simulation) was for them in learning digital safety information.

Time to complete:

- 5 min during your training, immediately following a scenario-based exercise

Materials:


- Sticky notes
- Paper for the wall

Prepare the Survey:


- Hang a piece of paper on the wall and write the following question:
  - **On the paper write:** How useful was [insert training style deployed-VR, TTX or Canary Token] exercise for you to learn digital safety? And why?  
Rate on a scale of 1-5 (1-Not useful; 5-Very useful).
- Draw the scale underneath your question [1 2 3 4 5].
- Participants will use sticky notes to write their answers on and complete the rating.

## Instructions

- Directly after participants have completed the scenario-based exercise have them rate their overall experience of this learning style.
- Using sticky notes have participants write their rating and why they chose the rating.
- Have them stick their note up on the wall when finished.

 **Tip for trainers:** If you are deploying more than one scenario-based exercise in one training, be sure to have separate wall surveys to capture feedback specific to each training method. (ie. If you are deploying a canary method and a TTX method, be sure to have 2 wall surveys).

## M&E Data to Record

 Take a picture of the wall survey and sticky notes. Share the photos with Internews either by uploading them to your folder or by sending them to the Internews team via email or Signal.

## Skills Training/Review

Scenario-based exercises are designed to complement more traditional digital safety trainings (such as tool walkthroughs or more in depth explorations of technical topics). For your training(s), we are asking that you incorporate some element of skill training (or review if these are participants you have trained before) to accompany the scenario-based exercise element.

As discussed, many of the scenario-based exercises cover a wide range of topics, skills, and behaviors. The expectation is not that participants will walk away with deep knowledge or the ability to implement every single skill mentioned in the scenario. However, we are asking you to choose 3-5 skills or behaviors that you can focus on during your training.

For example, if you choose to deploy the “Missing Device” TTX scene, your sample training plan might look like this:

- Scenario-Based Exercise: Facilitation of the “Missing Device” TTX scene, immediately followed by the Wall Survey to gauge how effective this method of training was.
- Skills Training/Review: Following the facilitation of the TTX scene, you would then walk participants through the following concrete skills/behaviors which they can deploy in their current workflows:

- Installing, setting up and using Signal (or another secure messaging application)
- Encrypting a mobile device (setting up a password)
- Setting passwords for individual applications on their mobile device
- Writing Exercise: See next section for more details!

As another example, if you choose to deploy the VR scene, your sample training plan might look like this:

- Scenario-Based Exercise: Facilitation of the VR scene, immediately followed by the Wall Survey to gauge how effective this method of training was.
- Skills Training/Review: Following the facilitation of the VR scene, you would then walk participants through the following concrete skills/behaviors which they can deploy in their current workflows:
  - Encrypting an external hard drive
  - Installing, setting up and using Signal (or another secure messaging application)
  - Clearing browsing history
- Writing Exercise: See next section for more details!

While the VR scene covered more than 22 “desired behaviors,” we’re selecting just a few to focus on in this example. This will help scope the training and make learning objectives clearer for participants. Reminder, this Skills Training section of the engagement may be a review if this is a group of participants you’ve trained before.

## Writing Exercise

This simple writing exercise will help participants reflect on what they’ve learned. Your objective as the facilitator is to help participants understand what impact digital safety can have in their lives. The purpose is to spark the curiosity and motivation in them to pursue digital safety beyond the training itself. The results of this exercise will also give you, as trainers, a better sense of how to best provide follow-on support to your participants in the Follow Up component. Finally, you will be asking participants to make a note of their gender during this exercise. Please remember that gender breakdown of participants is a required M&E data point, so please gather this information. You will be asked for the gender breakdown of training participants in the post-training form and you will need to know participants’ genders in order to calculate gender breakdowns when conducting the direct poll later on.

Time to complete:


- 5-15 min during your training, after you've completed the scenario-based method & skills training portions of your training.


## Materials:

- Slide with writing prompt
- Paper for participants to write their answers on
- Writing utensils (pens, pencils, markers)

## Instructions

- Hand out something for the participants to write on and with.
- Give participants the following writing prompts and allow 5-15 min for them to answer.
  - **Full name**
  - **Assignment writing prompt:** Write 2-3 sentences describing why digital safety could be important for you.
    - Here are some guiding questions you can provide to help them arrive at their unique answers:
      - Think about what you just experienced and/or learned in this training. Which part of it applies to you?
      - How will you use what you learned today in your life?
      - In what context do you want to use something you learned about digital security?
    - **Next, tell me:** What is one step you can take after today's training to improve your digital safety?
    - Please **add your gender** identity to the writing exercise. We collect this data to better understand the different demographics of participants. This data will be anonymized when reported. Choose from:
      - Female
      - Male
      - Non-binary
      - Prefer to self-describe (please self-describe here if you select this option)
      - Prefer not to disclose

 **Tip for trainers:** Display the writing prompt on a google slide during this activity (translate the questions as needed)

 **Tip for trainers:** Encourage participants to take their assignment home and hang it somewhere safe, but visible as a daily reminder.

## Sample Responses

The following statements are samples from a training using the **VR simulation**.

- **Sample 1:** There are several tips (practices) I can implement in my habits and in the ways I use my phone and computer that can not only help keep me safe, but also make me more effective and build trust with my contacts. The most relevant thing for me to do is to use Signal when I can to communicate. Then find ways to anonymize the contacts I talk to over text, email and WhatsApp.
  - One step I will take is to...Try to anonymize the contacts I have in my phone that I can't communicate with Signal.
  -
- **Sample 2:** I travel a lot and use my personal phone for work and life. I should get a burner phone to use when I travel.
  - One step I will take is to ... Downloaded Signal and joined a group with disappearing messages setup.
  - One step I will take is to...Find a cheap burner phone, and figure out how to set it up so that it will do the functions I need while I travel.

💡 **Tip for trainers:** When explaining the exercise to the training participants, show them one of these samples or one you came up with on your own to demonstrate.

## M&E Data to Record

- 📷 Take a picture of the writing exercises. You may need to take multiple photos of individual writing exercises so the answers are legible. Share the photos with Internews either by uploading them to your folder or by sending them to the Internews team via email or Signal.
- # Calculate the total number of participants who described the next step they will take to integrate digital safety practices into their life. This is what data you need to capture to report back to Internews in the 🖋️ **Post Training Form**.

## Hey! Don't forget to begin Follow Up.

Before participants leave the training, invite them to join the online group chat or follow up channel you've chosen. This is the space you'll be using to complete the required follow up activities (online group chat and direct poll). Use the ★ **Follow Up Instructions** for more information.