

Design, Develop and Deliver Training

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Developing Talks, Training & Workshops

This handbook is intended to offer a simple and practical approach to developing training which is inclusive, informative, inspirational and enjoyable. It assumes that the same basic principles apply whether training is delivered in person, virtually or through e-learning. It includes some specific guidance for these different media where necessary.

Rebel Curriculum is also developing an e-learning package within Rebellion Academy called Developing Talks, Training and Workshops which guides groups of collaborating rebels through the process of developing new or revising old material using this handbook.

Contents

The handbook includes:

- **An overview of what makes good training.**
- **Four steps to developing your training:**
 - **Step 1: Capturing your vision** - setting out what you want to do, how you want to do it and who you will work with.
 - **Step 2: Realising your vision** - building the blocks to create effective training.
 - **Step 3: Sharing your vision** - making your work accessible to others and training other rebels to deliver it.
 - **Step 4: Revising your vision** - collecting feedback and using it for further improvement.
- **Improving this handbook**

A section on how to provide us with feedback to improve this handbook and a list of some of the changes we have made in response to such feedback.
- **Two glossaries:** Words that have been used with a specific meaning in this handbook. Technical terms that we have avoided using but might be useful knowledge for rebels reading more widely. A selection of worksheets and checklists developed for the e-learning package but which might be useful more widely.
- Link to the handbook [here](#)

- A shorter [Quick Guide](#) has been written for those who just want to get going, with links back to the relevant sections of this handbook if more detail is required.

Welcome to XR for Speakers

Resources For Local, Regional or National Group Talks Scripts; Slide Sets; Support Video for Local Group delivery

Welcome to XR for Speakers

Welcome to XR - National Talk

Script used for the national W2XR talk

- [Script - March 2024 - Cloud version](#)
- [Script - March 2024 - PDF version](#)

Welcome to XR for Local Groups

- [Video of a Training Session](#) for anyone who wishes to present a Welcome to XR talk to a local group but cannot attend a training session.
- [Guidance Notes and Script](#) for Local Groups
- [Supporting slides for Welcome to XR Session for Local Groups](#)
- [Link to New Members - Resources](#) - a useful source of further information on everything covered in a Welcome to XR talk. It includes the FULL SLIDE SET.
- [Video of the national Welcome to XR Talk](#) from May 2023, for reference
- [Principles and Values poster to print](#)

Full Slide Set

Welcome to XR - Slides - the full slide set for a Welcome to XR talk, some of which contain clickable links.

Links Used in Welcome to XR



1. [Impossible Rebellion 2021](#)
2. [Here Comes Everyone 2023](#)
3. [How can I join in?](#)
4. [Our 3 Demands](#)
5. [Citizens' Assemblies](#)
6. [10 Principles and Values](#)
7. [Foundation Programme](#)
8. [Rebellion Broadcast](#)
9. [Movement Broadcast](#)
10. [Rebellion Academy](#)
11. [Volunteer Website](#)
12. [XRUK website](#)
13. [XRUK Actions & Events](#)
14. [Emergency on Planet Earth](#)
15. [Crisis Quiz \[printable\]](#)
16. [Fundraising Page](#)
17. [Heading for Extinction](#)
18. [Nonviolent Direct Action](#)
19. [Campaigns](#)

Welcome to XR for Speakers

Video Links

- [Video clips from the Impossible Rebellion in 2021](#)
- [Video clips of actions around the UK in 2023](#)

Heading for Extinction for Speakers

This page contains useful resources on how to publicise an XR Talk and speaker tips. Only trained HfE speakers can deliver the Heading for Extinction (and what to do about it) script and slides. If you want to deliver the Street Science talk (based on the HfE talk), please download the script below.

(and what to do about it)

The resources below are for supporting HfE Speakers, however the **Speaker Tips for Online Delivery** and **How to Publicise an XR Talk** will be useful for all trainers and speakers.

Only trained XR Speakers should deliver the HfE talk. Once trained you'll be given access to the HfE Index which has links to the latest versions of the slides and script

If you'd like to request training in how to deliver this talk, please either email eventsxr@gmail.com or message into the [HfE Talk Team Reception](#) and @lindanicklin in that channel on Mattermost.

Anyone can deliver the street Science talk, please download the scripts and also visit the [Street Speakers book](#) on the Rebel Toolkit for support and advice.

- [Science](#) [mini Heading for Extinction - HfE] (OnlyOffice)
- [Science](#) [mini Heading for Extinction - HfE] (Google)

[Speaker Tips for Online Delivery](#)

[How to Publicise an XR Talk](#)

Street Speakers

STREET TALKS: The XR Street Talks scripts Guidance for Street Speakers. How to Train Street Speakers. How to Train the Trainer (for training Street Speakers). Other support, including how to create publicity, set up Zoom registrations and publicise your talk.

Street Scripts and other useful links

This is the current list of street scripts

If a script needs updating please either use the [Talks and Training Reception](#) channel on Mattermost, or email [XRUK Talks & Training](#) and request the update.

Please read the **Access Guide** to help make your talk inclusive, and the **Guidance for Speakers** before delivering a street talk.

- [Access Guide for Sessions](#) (Generic)
- [Guidance for Speakers](#) (Generic)
- [Principles and Values poster](#)
- [QR codes: Donate | Sign-up to the UK Newsletter | Science \[mini HfE\]](#) (so people can access the references used in the script)
- [Paper Sign-up Form and QR code for the UK Newsletter](#) (Please make sure no-one's details are viewable by others when signing this sheet.)
- [Individual Paper Sign-Up Strips](#) (print out and cut up)
- [Guidance for Speakers Insure Our Future 2024](#) | For the Global Week of Action 26 Feb - 3 March 2024

THE SCRIPTS

- [Insure Our Future Street Talk](#) | This script was specifically tailored for the Global Week of Action 26 Feb - 3 March 2024
- [Citizens' Assembly Street Talk - 2 and 5 min versions](#)
- [Know Your Rights - 2024](#) [KYR]
- [Nonviolent Direct Action - 2024](#) [NVDA]
- [Science](#) [mini Heading for Extinction - HfE] (OnlyOffice)

- [Science](#) [mini Heading for Extinction - HfE] (Google)
- [Introduction to XR - 2024](#) (Google)

Street Speakers

Guidance for Street Speakers

Select this link for [the Street Speakers' Guidance](#) (OnlyOffice). Wait for the document to load.

You'll be able to download it and open it in Word or use the [Google version](#) if you prefer.

The guidance covers as many options as possible however if you feel something is missing or have useful tips and hints, please email [XRUK Talks & Training](#) with your suggestions.

Street Speakers

Train the Trainer (to train Street Speakers)

Guides for those who want to train Street Speakers

[Train the Trainer Training \(for training Street Speakers\)](#) - video guide (39mins)

Train the Street Speakers

This guide contains everything you need to train Street Speakers

- [Guidance Notes and Script for Training the Speaker](#) - Google doc version (view only)
- [Guidance Notes and Script for Training the Speaker](#) - Cloud doc version (opens slowly - you can download this and open in your own Word application and then makes notes on the script)
- [Guidance Notes and Script for Training the Speaker](#) - Cloud PDF version (opens slowly - either read from your screen or download)

Create a Rebellion Academy Training

First, please watch the [Video Guide](#).

Title of lesson/section

Please remember that each lesson should stand alone from other lessons and be a learning goal in its own right.

Introductory video or text

Please provide us with one of these, to put the topic in context and explain why it is important:

- an introductory video
- selfie-video of yourself or someone else briefly introducing this lesson
- some text that we can turn into a selfie-video for you

Learning outcomes (optional)

OPTIONAL: please provide us with the learning outcomes for your training – what will rebels be able to do at the end of the training that they could not do at the start? If you leave this blank we will work them out for you based on the learning material.

Learning materials

This is the main block of information for your lesson – the core information, activities, perspectives that you want rebels to take away. Please include any videos, text, infographics, links or images that you would like us to include. If you want to divide this up into multiple parts that's fine – you can structure this however you want.

Case studies

This is what the principles, perspectives etc. look like in practice. It's a story of someone applying them. Please include one of the following:

- a real-life example of where this has been used elsewhere (outside of XR) – either a video or text

- a personal story from someone, talking about an experience they have had (good or bad) or how they feel about the materials in this lesson
- You can include multiple case studies here if you want to

Your turn

Please think about an interactive activity that could be offered. The purpose of the activity is to give rebels some practice in applying the principles, perspectives etc. We can help you with this section if needed – it can be very hard to design and some lessons can be even harder than others. However, the more you can give us for this, the quicker your training can go live on Rebellion Academy.

Some options that we have available are:

- **poll** – rebels can choose from a list of possible options, and after they have chosen they can see what everyone else picked. It can work well if you've given them something to reflect on and then follow it up with this
- **drag and drop** – get rebels to consider links/connections/purposes etc. by getting them to drag various text boxes or images into buckets
- **branching task** – create a branching scenario, e.g. a conversation
- **interactive video** – the video can pause and ask them questions as they go
- **forum** – ask rebels to post in the forum in answer to some questions you ask them

Review and Reflect (optional)

OPTIONAL: provide us with some questions that you want the rebels to reflect on based around the learning objectives.

Additional resources / further reading

If possible, please provide one or more additional links/attachments/videos etc. that rebels can refer to if they want to find out more.

Quiz questions

If possible, please suggest some questions that rebels can use to assess whether they have understood the key points correctly. These can be

- **multiple choice** or **true/false** questions;
- **matching questions** where rebels match a concept to a category or a context where it would be appropriate to use the idea;
- possibly **drag and drop** challenges, as described above.

The questions should focus on the elements of what has been covered in the lesson. So that, if a rebel gets the wrong answer, they might go back to the relevant part of the lesson to check their understanding, and then have another go.

Contact Us

For more help [contact us](#).

Delivering Actions Support Trainings

Actions Support covers a wide range of specialities, including Stewarding, Action Wellbeing, First Aid, De-escalation, and much more.

If you would like to train others in these specialities please contact the specific teams via the [Actions Support Pages](#).

Stewarding

Resources to train Stewards can be found [here](#).

General Guidance for Speakers

Contents

TEXT

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Aims | Preparation and Presentation

Aims This training guidance aims to give you the tools you need to maximise your impact and reach when delivering talks. It has been written for the benefit of experienced presenters. Please note: the document refers throughout to 'Sessions'. This includes, talks, training sessions and workshops. NB: If you'd like to print this document off - you'll find an 'export' option under the 'Actions' heading to the side of the document - from here you can export to PDF, which is the best format to print in. [Zoom How To Guide](#) | [Publicising Your Event](#) [end of Guidance Notes]

Preparation and Presentation XR sessions are such a powerful and important tool, whether they are public facing or for internal training. This might sound obvious, but it's good to keep reminding ourselves. When delivering a session, it is important to give it your best shot! You are XR's front line and making a good impression, as well as an emotional impact, could bring in new rebels, other supporters, and have ripple effects (both good or bad!) that you might not have considered. It is always useful to refresh our awareness of the broad range of presentation techniques and practical tips that help both presenters and participants to maximise the value of any session, especially · always warming up your voice and [for new presents] practising your script · maintaining the quality of your talk in terms of clarity, tone, and avoiding 'speech fillers' · making the most of your voice and your whole range of facial expressions · making a quick and strong emotional connection with your audience

Warm Up | Environment | Access

Voice Warm Up Exercises For anyone speaking in public, even for a short talk, it is really important to warm up your voice, and your body. You can find a 5 minute body warm up and a 5-10 minute vocal warm up here. The vocal warm up has a video link. Of course, you should experiment to find what works best for you - there's no one right way to do this, but it IS essential you do some kind of warm up. **Keep Hydrated** Have some water within reach. If your mouth gets dry or you just need a minute to compose yourself, it's a great help to say 'excuse me for one second' and take a drink. A tip from the theatre world is to put some lip salve on your teeth to stop your lips sticking on them! Even the most experienced speakers can get nervous - its natural - but developing your confidence will help you be clear and to minimise verbal fillers such as "er" or "like". These can become habits we don't even notice, but listeners can find them very distracting and this dampens the impact of your talk. [Try recording one of your sessions and watching it to spot fillers.] · Speak clearly, in short phrases. Listeners need time to absorb your words. · Take deliberate breathing pauses. Don't worry - they will feel a lot shorter to participants than they will to you, but they will help with your pacing and energy levels. Use them to - o make eye contact with participants o take a drink of water o create impact after something you've said o find your place in the script, if you have temporarily lost it, but there is no harm in saying you've lost the place so excuse for a moment until you find it. We're only human!

Presenter's Environment Close unnecessary internet tabs, make sure nothing is downloading, etc - generally ensure you have nothing competing with your video bandwidth so you don't appear distorted to your participants. Try and ensure your camera is level with your eyeline, and not pointing up or severely down at your face - this helps you to appear natural. Put your phone on silent and make sure it's not resting on the same surface as your computer [vibrations/buzzing will still be picked up]. **DURING THE SESSION - HOUSEKEEPING AND FEEDBACK** XR meetings are run rather differently due to our culture and, ideally, all sessions ought to begin with Housekeeping - an explanation of meetings culture. If this is not possible, e.g. for reasons of timing, they should be clearly displayed on a slide, or posted in chat, for everyone to read. Having said that, the access/inclusivity points ought to be dealt with by the presenter.

Access Check if the closed captioning is required and turn it off or explain how participants can hide them, as required. Do participants have any access requirements e.g. additional comfort breaks; a slower presentation speed with longer pauses so information can be processed; a longer time to formulate any questions. Essential - participants keep mics switched off until they need to speak. Explain that if mics are left open, any background noise will interfere with whomever is speaking and will cut out their voice. They can use chat to communicate if they don't have a mic.

Make sure the room you are in is well-lit! It's important that your face is clearly visible for lip readers. On that note, ensure you're looking straight into the camera for the appearance of making eye contact. Be sure that participants are clear about the duration of the session, approximate break time[s] and if there is an additional Q&A. Always give the option for participants to indicate their requirements in a direct message in chat and make sure they know how to use it. Safe space Explain that we do not consume any alcohol or drugs during a session and eating should please be done off camera. Also ask if anyone prefers not to see people smoking or vaping to please advise, again via personal message if preferred, and they will be asked to go off camera. Hand Signals [once on RT add link to good diagram] Explain or show on a slide the basic hand signals to use during your session. You may not need them all, depending e.g. on the subject of your session or if its to experienced rebels · Raise one finger (query or comment) · Wavy hands (I agree - also see Temperature check below for unsure/disagree) · C for clarification · T for Technical - (e.g. 'this is for anyone who has a technical issue so we can address you immediately') · Two hands forming a circle (please round-up what you are saying) · Temperature check - to gauge feeling of participants (wavy hands up [BSL for cheering], in the middle and pointing downwards) Check if participants don't have a camera. Explain using the Reactions button for hand signals - one hand for general help/Q and thumb up for Yay!/OK!

Chat | Check-ins/outs

Chat - How to use it Explain how to find chat at the bottom of the Zoom screen or to tap the screen if on a mobile/tablet. If they need to message privately, use the drop-down arrow next to Everyone and select the individual name. NB if attendance is high, suggest everyone uses the Reactions 'raise hand' as this auto stacks them in order at the top of the main screen. Optional - participants change Zoom title to reflect given name / preferred pronouns / location. Check they know how. On a computer - hover over your own video screen and select the 3 dots, Rename. On a phone/tablet - tap the screen, scroll right, select Participants, select your name, Rename [Once on RT, add links or further explanations of how this works on various devices.]

Check-Ins and Check-Outs These are not compulsory - always give the option for people not to check-in and out if they don't want to. Or give them other options such as using the chat. Ideally, presenters should try to do check-ins as a way for everyone to connect with each other and ground themselves in the moment. A general check-in would include name, preferred pronouns, why the person is here, and handing over to someone else in the group by saying their name. Various other options can be used - choose which suits your presentation and timings: · Ask participants to post in chat. Suggest using something to describe how they are feeling - an animal, a colour, or a few words.

· For verbal check-ins with more than 5 participants, use breakout rooms but always explain that participants can return to the main room if they wish [unless using them is going to be essential for the purposes of the session]. If using a Regenerative Statement and Vision Reminder - find them [here](#)

Structure | Content | Presentation | Aids

Structure of Training It's helpful to break the session into sections, allow for Q&A after each section then clearly announce when moving onto a new section or the end of the session.

Breakout Rooms If breakout rooms are being used, always explain why, e.g. it helps attendees: · to feel part of the session; · to say how they feel; · to let everyone know how to pronounce their name; · To discuss an issue in depth. Let attendees know in advance if someone should take notes and report back in the main room. Unless using breakout rooms is an essential part of the training, always reassure attendees that they do not have to stay in a breakout room. If they prefer, they can stay in the main room. Be sure you know how to do this.

Content of the Training The way we organise training sessions can have a big impact on how well they are understood and enjoyed. Remember that there are different learning styles so present your information in a variety of formats which match these styles. When reading information aloud, speak slowly which will allow enough time for attendees to take in what they are hearing. Try not to cram too much information into the session. Think about what could be put into the Rebel Toolkit for attendees to read afterwards. Always avoid using acronyms. Give the full title then how it's shortened and post that information in chat. Otherwise try to use the full title all the time. Keep sentences short and avoid using complex words. Break the session into sections and announce each one. Make sure they flow well into each other. If the sections must jump from one topic to another, clearly state that one section has ended and the next one is called XXX. This helps listeners to refocus their attention. If there is a Q&A session after the presentation, avoid running over into this time.

Presentation The way we speak and look when presenting information can also have a big impact on how it is understood. · Speak slowly and clearly, with your mouth in full view in case anyone is lipreading. · Break up sentences and use the pauses to underline what you have just said, or to make eye contact. · Use your voice - vary its tone and pitch, and make sure everyone can hear you. · Use your face. Your expressions can communicate a great deal. Do you look interested, excited, concerned about what you are saying? · Be mindful of your language. It's important to use people's preferred pronouns. Avoid terms like 'guys' or 'fellow' (as in 'my fellow rebels'!).

Audio Visual Aids · If using slides, think about how much information is on the slide and read this out and/or describe the image for anyone sight impaired and dyslexics. · Don't put text over images as this makes the text hard to read. Practise using the slide show with Closed Captions running and check there's enough clear space at the bottom of the slide to view the CCs. Video - choose share sound and optimise for video clip

Post Training & Follow-up | Feedback

Post Training and Follow Up Capture email address either via registration forms or using the chat box [check participants are happy to share with everyone or direct message you] Send follow-up emails asap and include the option for the participants to feedback either via a form or your email address Check your follow up information is on the Rebel Toolkit so you have fewer links in your follow up email.

FEEDBACK Our team welcomes feedback on the helpfulness of this document, so it can be continually developed and improved. You can do this by messaging into the Talks & Training Reception on Mattermost emailing eventsxr@gmail.com completing this Feedback document [reminder to format it as required?]

Publicise Your Event

How To Publicise Your Session Please complete the UK M&M Comms Requests form to get your event onto: · Movement Broadcast Telegram · Movement Broadcast Mattermost Channel · XRUK Talks & Training Facebook · XRUK Facebook If you use Mattermost you can request in the UK M&M Comms Requests channel. Update other publicity channels: local group Facebook page, broadcast channel for region, or wherever you publicise events. Use the XR link shortener for your links in your publicity. You need a Mattermost account to use the link shortener. Alternatively you can use other link shorteners. If you use Action Network, paste in the full link then use the Action Network link shortener found in the formatting options within the body text. If you use a pre-link shortener, then Action Network may go into peoples' spam.

Zoom Guidance

How To Book A Session On Zoom Short notes if using Zoom for registrations: If you don't have access to a paid for Zoom, please contact XRUK Talks & Training [T&T] via our Mattermost Reception or email eventsxr@gmail.com and we'll give you our log in however please check the schedule to make sure you don't make a booking at the same time as someone else. Go to Meetings in menu on the left hand side in Zoom and check the list for every other session going on. Leave a minimum of 15 minutes between meetings to allow time for prep. If asked for an One Time Passcode (OTP) when logging into the T&T Zoom, please go to Protonmail, use the same log in details as the T&T Zoom account, pick up the code and then add it to relevant Zoom field. That will get you into the T&T Zoom - you have 10 mins to pick up the code however you can always generate another if you run out of time. Scheduling and customizing a meeting with registration

How To Use Zoom Features During Your Session v How to log on to Zoom and select your booked Session Access details are the same as booking the session. REMEMBER to check if you're already logged into another Zoom account. If so, you need to log out of that one to log into the Zoom account where the session is booked. Go to the avatar top right - sign out and then sign into the correct account. [Add screenshot to the RT] v How to enable closed captions BEFORE THE SESSION BEGINS Anyone that's D/deaf or partially deaf will need these running from the start of the session. At the bottom of your screen, select closed CC/Live Transcript. You or participants can always Hide Subtitles if you don't want to see them, OR ask once everyone's arrived, if anyone wants them running. If no one says yes, they can be turned off. You need to be Host to turn CC/Live Transcript on/off. [Add screenshot to the RT] How to admit participants from Waiting Room / How to unlock it Once you have opened the session, pop up messages at the top of your screen will tell you that participants are in the Waiting Room. Just click on "Admit". Once you have started the session, you can allow late arrivals to jump straight in, rather than going to the Waiting Room. To do this, click on Participants then select the 3 dots bottom right and select Enable Waiting Room. This will disable the waiting room and allow people to join without you having to Admit them. NOTE - this option will only work if you have created a Zoom registration link and selected both Passcode and Waiting Room when you created the Zoom meeting. [Add screenshot to the RT] How to split screen to see participants and information e.g. your script Have your script open on one tab before you open the Zoom session. Click on the 'Reduce' icon - two squares superimposed on each other in the top right corner of your screen. This reduces the size of your script. Click on a new tab to log into the Zoom session and repeat the process as above. This gives you two screens side by side.

How to screen share. You may use this function to show slides etc but you will not be able to see your script - NED CHECK Click screen share at the bottom of your own screen Click on the window with the blue surround and click share. Minimise that window. Click on the tab for the item to be shared (this should have been opened before you start the session). [Watch Zoom support video] Here's a step-by-step Speaker Tips Guide [useful tips but needs updating] with screenshots for clear instructions on screen sharing and other important pointers about presentation.

How to create break-out rooms for Check-ins

1. Click on the Breakout Rooms icon on the bottom bar of your Zoom
2. Choose how many people can go into each room [3 or 4 is a good number]
3. Click 'automatically' to let Zoom select participants at random to go into different rooms.
Select a time eg 5 mins.