



**MANUAL**

# POWER 4 AY GREEN MINDSET TRAINING OF TRAINERS

Andrea Hidalgo

Luis Garcia La Moneda

Photo: Bhoj in her vegetable garden. Save the Children Nepal  
Save the Children Fund is a registered company limited by guarantee (Company No. 178159).  
Registered Charity in England & Wales (No. 213890), Scotland (SC039570)  
and Isle of Man (No. 199). 1 St John's Lane, London, EC1M 4AR



**Save the Children**

**TOT Structure: 2 Day Training**

<b>DAY 1 GREEN MINDSET TOT TRAINING 9:00am-5:30pm</b>	
<b>TIME</b>	<b>Session Topic</b>
<b>9am 15 minutes</b>	<b>SESSION 1: Introduction: Getting to know you. Sustainability BINGO</b>
<b>9:15 45 minutes</b>	<b>SESSION 2: Review agenda, Ground Rules and expectations</b>
<b>10am 15-minute break</b>	<b>Break</b>
<b>10:15 1 hour 15 minutes</b>	<b>SESSION 3: What is a green mindset?</b>
<b>11:30 30 minutes</b>	<b>SESSION 4: Understanding the GMFT</b>
<b>12:00 1 hour</b>	<b>Lunch</b>
<b>1:00 1 hour 45 minutes</b>	<b>SESSION 5: Review the competencies in each phase of the GMFT. Each group will present a phase. 3 groups.</b>
<b>2:45 15 min break</b>	<b>Break</b>
<b>3:00  25 minutes</b>	<b>SESSION 6: Discuss contextualizing. 25 minutes. Briefly review the curriculum outline in the GMFT and how it can aid in modifying or adapting sessions. Briefly review the remaining resources in the GMFT and when and how to use them.</b>
<b>3:30 30 minutes</b>	<b>SESSION 7: Overview of the Green Mindset Training Manual Structure, # of sessions, structure of an activity</b>
<b>4:00pm 45 minutes</b>	<b>SESSION 8: Activity Review. Divide into small groups. Assign activities from the Green Mindset Training Manual to practice. 45 minutes to review, to prepare and practice</b>
<b>4:45 30 minutes</b>	<b>SESSION 9: Green Mindset Competition 30 minutes</b>
<b>5:15 30 minutes</b>	<b>SESSION 10: Closing session and recap 30 minutes</b>

<b>DAY 2 GREEN MINDSET TOT TRAINING 9:00am-5:30pm</b>	
<b>TIME</b>	<b>Session Topic</b>
<b>9am 30 minutes</b>	<b>SESSION 11: Recap and review agenda</b>
<b>9:30 2.5 hours</b>	<b>SESSION 12: Facilitation Practice. Each group takes 30 minutes to present their activity. The audience comments and asks questions after each group presents.</b>

<b>11:15 15 minutes</b>	<b>Break</b>
<b>12:15</b>	<b>Lunch</b>
<b>1:15 45- minute break</b>	<b>SESSION 13: Activity Review</b> Divide into 4-5 new groups. Assign each group a new activity from the Green Mindset Training Manual to review, prepare and practice. 45 minutes to prepare the activity to teach.
<b>2:00 2.5 hours</b>	<b>SESSION 14: Facilitation Practice</b> Each group takes 30 minutes to present their activity. The audience comments and asks questions after each group presents.
<b>3:45 15 minutes</b>	<b>Break</b>
<b>4:45 30 minutes</b>	<b>SESSION 15: Review any sessions independently that were not practiced.</b> Encourage participants to review the training manual activities a few times before training youth. Prepare well in advance for sessions and make sure terms and concepts are understood.
<b>5:15 45 minutes</b>	<b>SESSION 16: Review any concepts that are not clear, or terms that need more explanation.</b> Discuss how to use both the GMFT toolkit and the Green Mindset Framework Training manual to develop knowledge of new terms and concepts.
<b>6:00  15 minutes</b>	<b>SESSION 17: Final reflections, closing and certificates</b>

**Day 3\*** If there is a third day as an option for a TOT then participants should review and practice any remaining activities in the Green Mindset Training Manual.

## DETAILED TRAINING GUIDE

### Day 1:

#### SESSION 1: Get to Know each other. Sustainability BINGO

**Objectives:** Get to know each other with a fun game called Sustainability BINGO.

**Time:** 15 minutes

#### Materials Needed and Preparation:

Before the session prepare 1 copy per participant of the Handout Sustainability BINGO, prepare 1 pen for each participant.

#### Instructions:

1. Give one copy BINGO handout per participant. Give one to each participant. Explain the goal of the game is to get a BINGO. To get a bingo participants must get signatures in a full row down or across the BINGO sheet. They can get a signature if they ask someone who meets the description in a box. They must find people that match the descriptions in each box and get their signature.

(BINGO Handout on separate page)

The BINGO winner gets a candy.

## **SESSION TWO: Opening Agenda/Expectations**

### **Objectives:**

- Review the training agenda
- Set Expectations for the training
- Create Ground rules

**Time:** 45 Minutes

### **Materials Needed and Preparation:**

Put participant agenda on the wall to make it more interactive.

Prepare training objectives on a flipchart before the session.

Need colored paper and post it notes, markers, flipcharts.

## **STEP 1: REVIEW EXPECTATIONS**

**Duration:** 20 minutes

**Preparation:** Post-it notes should be on all the tables.

### **Instructions:**

- Ask participants to share your expectations with an easy illustration. (Alternative: write one to two expectations that they have for the training on a post-it note and stick it on a flip chart at the front of the room).
- One facilitator will be clustering the expectations during the next step, and these can be recapped, and any unrealistic expectations addressed.
- Review the overall objectives of the training. After the training participants will be expected to: train the Green Mindset Training Manual

### **Training Objectives here:**

The objectives of the 2-day GM TOT training are to:

- Guide Trainers through the contents of the GMFT so they better understand the GMFT
- Introduction to definitions and concepts found within the Green Mindset Training Manual.
- Prepare Trainers to conduct the activities in the Green Mindset Training Manual and understand the concepts within the manual.
- Practice and facilitate activities from the Green Mindset Training Manual.

## **STEP 2: AGENDA REVIEW**

**Duration:** 15 minutes

**Preparation:** The participant agenda should be placed on the wall using coloured cards. Add the objectives next to it, on a flipchart.

**Instructions:**

- Ask participants to gather around the colourful agenda on the wall
- Talk through the sessions that will happen each day
- Answer any questions people may have
- Do a recap of the objectives of the training.

### **STEP 3: GROUND RULES**

**Duration:** 10 minutes

**Preparation:** Have a flip chart at the front with the heading 'Ground Rules' and write some basic rules on it. A facilitator to help with writing these on the flip chart as they are mentioned.

**Instructions:**

- Ask participants to discuss for a few minutes in their group 1 additional rule they want to set for the training
- Ask one person from each group to report back their ground rules and have the co-facilitator write these on the flip chart.
- Stick this on the wall in the room for the rest of the week.

### **SESSION 3: What is a green mindset?**

**Objectives:** Review the 1-hour Green Mindset PPT, have initial questions answered on the GMFT

(Note: This presentation covers an overview of the GMFT as well as the definition of Green Jobs and Green Skills. This is helpful background information for understanding the Green Mindset Training.

**Time:** 1 hour 15 minutes

**Instructions:**

- Refer to GMFT, refer to the PPT Video link created. Everyone can watch this link as pre-reading to the training or as the first session.
- Answer any initial questions.
- Explain that during the sessions today they will gain a better understanding of each of the phases of the GMFT and they will become more familiar with the tools in the toolkit that are relevant and helpful for trainers.

### **SESSION 4: Understanding the Green Mindset Framework Toolkit**

**Objectives:** Briefly review the table of contents of the GMFT as a large group to help participants become familiar with what the toolkit covers.

**Time:** 15 minutes

**Instructions:**

- Everyone has an e-copy of the framework in front of them. In detail review the Table of contents. Explain that one the main goals of the TOT will be for Trainers to understand what information each section of the Toolkit provides and when they can reference it.

### **SESSION 5: GMFT Framework**

**Objectives:** Review the competencies in each phase of the GMFT. Each group will present a phase. 5 groups.

**Time:** 1 hour 45 minutes

**Instructions:**

1. Explain that the GMFT is the backbone of understanding any Green Mindset training, and it is important to have a basic understanding of the phases of the framework and the competencies within the framework to be able to successfully train youth in developing a green mindset.

2. Divide participants into 5 groups. Assign each group a phase of the GMFT:

Group 1: Phase 1

Group 2: Phase 2

Group 3: Phase 3.0

Group 4: Phase 3.1

Group 5: Phase 3.2

3. Give groups 30 minutes to review their phase and review the competencies under the phase. Ask groups to develop a short 10-minute presentation explaining the phase, explaining the competencies, and sharing activity ideas for each competency. (Explain: participants can find activity ideas in the Curriculum outline on page 21 of the GMFT).

4. Walk around the room and visit groups while they work. Answer questions they may have.

5. After 30 minutes is up, begin presentations. Make sure the groups present in order of the phases of the Green Mindset framework. Example group 1 should be phase 1, group 2 should be phase 2 etc. Give each group 10 minutes to present and let the audience ask clarifying questions if needed.

## **SESSION 6: Contextualizing and Research**

**Objectives:** Review the Contextualizing tools in the GMFT. Where are they and how to use them?

**Time:** 45 minutes

**Instructions:**

1. Explain the objectives of the session and ask participants to turn to page 20 in the GMFT. Review the section on contextualization (either in a PPT slide or individually). Review the sample questions for local research as well on the same page. 10 minutes.

Contextualization Recommendations (Found on page 20 GMFT)

It will be important for implementation staff and training designers to research the existing environmental problems, including climate change, affecting the communities the program will cover and to research possible solutions to these problems. During the Training of Trainers, teachers and staff should be made aware of the local environmental problems and possible solutions.

Teachers and staff should have a basic understanding of:

- The climate change issues affecting the local communities the program will cover. [Examples: hotter dry seasons could be killing crops, and this has a negative impact on communities; poor latrine drainage or trash pile up could be making people fall ill more often during rainy seasons when water drainage is poor.]
- Other environmental problems unrelated to climate change. (Examples: water, land, and soil pollution; loss of biodiversity)



- Possible solutions that are relevant and realistic for the context. [Example: some technology-based solutions such as electric cars may not be realistic or relevant for every context.]
- Research local, regional, or national environmental heroes.

Inspiring people (especially women) such as activists and environmentalists can be mentioned in stories and activities throughout Green Mindset curriculums.

Note: It is imperative that staff designing training material for a Green Mindset understand the Green Mindset Framework and its relevant key terms and concepts.

## 2. Discuss as a large group: 20 minutes

Invite participants to share knowledge and specific tools.

- Where and how can we research “The climate change issues affecting the local communities the program will cover.”?

### **Resources to analyze risks by country:**

- [UNDP Country Climate Profiles](#): A database covering 52+ countries.
- Hazard, Vulnerability and Capacity Assessments (HVCA) developed by CO’s Disaster Risk Reduction teams (if relevant). See SC’s [guide to HVCAs](#).
- [Famine Early Warning Systems Networks \(FEWSNET\)](#) funded by USAID, the site provides monthly reports and maps detailing current and projected food insecurity and alerts emerging or likely crises per region and country.
- [INFORM](#): A global open-source risk assessment for humanitarian crises and disasters. Information is organized by country hazards, vulnerabilities and risks.
- [Prevention Web](#) - Country and continent DRR profiles and resources.
- [GFDRR Climate Risk & Adaptation Country Profiles](#)
- [World Bank’s Climate Change Knowledge Portal](#)
- [National Adaptation Programme of Action](#)
- [UNFCCC National Communication Reports](#): Reports on climate vulnerability & adaptation, as required by UNFCCC for low-income countries
- [Children’s Climate Risk Index \(CCRI\)](#): Includes rankings by country based on children’s exposure to climate and environmental shocks
- Where and how can we research “Other environmental problems unrelated to climate change. (Examples: water, land, and soil pollution; loss of biodiversity)
- Where and how can we research “Possible solutions that are relevant and realistic for the context. [Example: some technology-based solutions such as electric cars may not be realistic or relevant for every context.]?”
- Where and how can we research local, regional, or national environmental heroes.?

Inspiring people (especially women) such as activists and environmentalists can be mentioned in stories and activities throughout Green Mindset curriculums.

3. Emphasizing the importance of reviewing and understanding the key terms found within the Green Mindset Framework Toolkit and the key terms in the Green Mindset Training Manual. This will improve trainer’s ability to contextualize the material and find local examples to share during sessions. (Explain they will explore the definitions and concepts in more depth during this TOT.)

4. Review the Curriculum training outline briefly in the GMFT on page 21. Explain the difference between the outline and the competency framework. Ask: How is this useful for me as a trainer? 10 minutes

5. Explain: The curriculum outline can be a useful tool as a trainer if you are wanting to get activity ideas for sessions, if you are wanting to adapt the current sessions, and if you are wanting to add in new topics or

sessions to your training plan. The curriculum outline covers the competencies of the green mindset framework by providing topic ideas for each competency and activity ideas for each of those topics.

**Note:** There is also a section in the GMFT dedicated to sharing resources and curriculums, and other training material that may be useful for developing Green mindset training content.

### **SESSION 7: Format of the Green Mindset Training Manual. Review the manual format, review.**

**Objectives:** Review the structure and format of the Green Mindset Training Manual

**Time:** 30 minutes

**Instructions:**

1. Ask participants to take out the copy of the Green Mindset Training Manual. Explain they will first review the structure of the manual.
2. As a large group review the Table of Contents, the # of sessions and session names, and review the format of an activity: Activity title and time, materials, preparation, key terms if provided, where it was adapted, and the activity steps.
3. Ask participants if they have questions.

### **SESSION 8: Activity Review**

Divide into small groups. Assign activities from the Green Mindset Training Manual to prepare and review. 40 minutes to review and prepare for practicing during the next session.

**Objectives:** Small groups are each assigned an activity from the Green Mindset Training manual to review and present to an audience. This includes explaining definitions and concepts in the assigned activity.

**Time:** 40 minutes

**Instructions:**

1. Divide participants into 4 or 5 groups (try to have at least 3 people per group if possible).
2. Assign activities in order in the Green Mindset Training manual. Give participants time to review the activities. Make sure participants review the key concepts and ask questions if they don't understand them.
3. Explain each group will practice performing the assigned activity during the second training day. The audience will follow along and let the team know if anything is unclear. The performing group will review the tips for contextualization at the end. Groups will have 40 minutes to review and prepare their activity to present for the next day.

### **Session 9: Green Mindset Competition**

**Objectives:** Engage in a fun competition to identify who has had a Green Mindset in the past week.

**Time:** 40 minutes

**Materials and Prep:** Prep copies of the Green Mindset competition form for 4 groups. 1 per group. 1 pen per group.

**Instructions:**

1. Divide participants into 4 groups.
2. Give each group a copy of the Green Mindset competition form.



3. Explain that for every action on the form give one point for each person that completed the action.
4. Add up the total number of points.
5. Explain the team with the most points wins!

Facilitators note: Give Candy as a prize and if possible, make sure it is from a sustainable company.

## **SESSION 10. Closing and recap**

**Objectives:** End the day with final feedback from participants to learn what went well and what could be improved.

**Time:** 30 minutes

### **Instructions:**

1. Close the session. Prepare a flipchart with 3 columns, label each column blue -liked, yellow -disliked, pink -1 thing to change for tomorrow.
2. Review any remaining questions in the parking lot.
3. Give each participant 3 colors of sticky notes, blue, yellow and pink.
4. Ask participants to write on the blue stick note one thing they liked about today's training.
5. On the yellow card write one thing they did not think went well.
6. On the pink card write down one thing they would like to change for tomorrow.
7. Have everyone place the sticky notes on a flipchart in the appropriate category.
8. Invite one or two participants to come up to the feedback wall and share the feedback from each category.
9. Explain that you will do your best to make any improvements or suggestions for the training tomorrow if it is feasible.

## **DAY 2 TRAINING**

### **SESSION 11: Recap and review agenda**

**Objectives:** Recap what was learned the previous day.

**Time:** 30 minutes

### **Instructions:**

1. Give a piece of paper to each participant. Ask them to write down one question they still have from yesterday, or one thing they learned yesterday.
2. Collect all papers then wrap them in a ball.
3. Ask participants to stand in a circle. Explain that the ball is an onion with many layers. The ball will be thrown to a participant, they must unwrap 1 layer of the onion (one paper) and read what it says. If it is a question, ask the group to try to answer it, or ask the trainer to try to answer it.
4. Throw the onion (ball) to the next participant. Continue this until all papers have peeled away from the onion and read.
5. Ask participants if they have any or questions or comments on the sessions yesterday.
6. Review the agenda for today 5 minutes.

**SESSION 12: Facilitation practice**

**Objectives:** Each group takes 30 minutes to present their activity. The audience comments and asks questions after each group presents.

**Time:** 2.5 hours

**Instructions:**

1. Ask each group to take a few minutes to prepare for presentations. Remind them to engage the audience and encourage them to participate during the activity.
2. Let each group present for 30 minutes. After 30 minutes debrief the following questions with the audience. Let each group present. (If needed take a 15-minute break or perform short 2-minute icebreakers between sessions).

Debrief questions: (write on a flipchart)

- Were the key messages clear? If not, why?
- Was the activity clear? If not, why?
- What challenges will you possibly experience when training this activity with A and Y?

**SESSION 13: Activity Review**

Divide into small groups. Assign activities from the Green Mindset Training Manual to review and prepare. 40 minutes to review, to prepare for practice in the next session.

**Objectives:** Small groups are each assigned a new activity from the Green Mindset Training manual to review and present to an audience.

**Time:** 45 minutes

**Instructions:**

1. Divide participants into new groups they have not worked with yet- 4 or 5 groups (try to have at least 3 people per group if possible).
2. Assign new activities in order in the Green Mindset Training manual. Give participants time to review the activities.
3. Explain each group will practice performing the assigned activity today. The audience will follow along and let the team know if anything is unclear. The performing group will review the tips for contextualization at the end. Groups will have 40 minutes to review and prepare their activity to present.

**SESSION 14: Facilitation practice**

**Objectives:** Each group takes 30 minutes to present their activity. The audience comments and asks questions after each group presents.

**Time:** 2.5 hours

**Instructions:**

1. Ask each group to take a few minutes to prepare for presentations. Remind them to engage the audience and encourage them to participate during the activity.

2. Let each group present for 30 minutes. After 30 minutes debrief the following questions with the audience. Let each group present. (If needed take a 15-minute break or perform short 2-minute icebreakers between sessions).

Debrief questions: (write on a flipchart)

- Were the key messages clear? If not, why?
- Was the activity clear? If not, why?
- What challenges will you possibly experience when training this activity with A and Y?

### **SESSION 15: Review some of the remaining activities that were not practiced.**

**Objectives:** Review any sessions independently that were not practiced.

**Time:** 30 minutes

**Instructions:**

1. Trainers should choose activities that have not been practiced for participants to review individually. (1 to 2 activities at most.) Explain that in the 2-day training there is no time to practice every activity so participants will review 1 or 2 activities but will be encouraged to review and then learn the remaining activities in their own time before they train youth.
2. After 20 minutes of review give 10 minutes for participants to say final comments or ask questions.

Note: If a 3- or 4-day TOT is planned instead of a 2-day training then there will be time for participants to practice all remaining activities on day 3 and 4.

3. Encourage participants to review the training manual activities a few times before training youth. Prepare well in advance for sessions and make sure terms and concepts are understood.

### **SESSION 16: Review concepts and terms of a Green Mindset**

**Objectives:** Review any concepts that are not clear, or terms that need more explanation.

**Time:** 1 hour

**Instructions:**

1. Discuss how to use both the GMFT toolkit and the Green Mindset Framework Training manual to develop knowledge of new terms and concepts.
2. Review the terms in the GMFT and the Green Mindset Training Manual. When possible, discuss local examples that are relevant for understanding the key terms.
3. Gather a list of the key terms found in the GMFT and Green Mindset Training manual that participants want to review.
4. Place participants into pairs. Assign each pair one or two terms, depending on how many were chosen. Ask each pair to review the term, review the activity or session where the term is used, and conduct extra internet research if needed to help them simply explain the term to the audience in a presentation. Give 20 minutes.
5. Bring the large group back together and let each pair present their term and let them present a simplified explanation of the term. 5 minutes each pair. Encourage participants to try to use local examples when possible!
6. Thank participants and ask if they have any questions.

**SESSION 17: Final reflections, closing and certificates**

**Objectives:** Close the training by getting final reflections from each participant and answering any final parking lot questions.

**Time:** 30 minutes

**Instructions:**

1. Review the parking lot.
2. Ask participants for final questions or comments.
3. Stand in the circle and share one word for how you felt about the Green Mindset Training.
4. Thank participants for their contributions during the training and hand out certificates.





*Young Agriculture Trainees in  
Uganda*  
Image Credit: Jaime Villalobos