

## NDRM - TOT on Online Delivery

### End of Course Project

**Participant's Name: Vinay Sehgal**

**Name of the selected course:**

Community-Based Disaster Risk Management Course

#### **1) Objectives of the course:**

The major objective of the course is to expose the participants to the basic concepts, tools, and mechanisms that help in designing and implementation of community-based disaster risk management programs. The specific objectives are:

- a) To introduce key concepts in disaster management, different methods of vulnerability and hazard assessment and key concerns in disaster preparedness at community level.
- b) To review different market driven and public funded financial resources, their availability and use in vulnerability reduction and hazard mitigation.
- c) To discuss the basic approach to designing and implementing community-based disaster management programs based on hazard and vulnerability assessment and analysis of available resources.

#### **2) Target Audience, Marketing, Registration and Selection Strategy**

The course is targeted at policy makers and practitioners of disaster management, like, civil society/NGOs members, community leaders, trainers, and government officials at various levels.

A course announcement circular would be prepared giving brief description of Course Title, Its duration, Objectives, Course relevance and Content, Learning methods and tools employed, target audience, expected outcome, certification, course fee, eligibility requirements, number of seats, credentials of facilitators and a registration form for filling up by interested persons. The circular would be emailed to the heads of various national and international civil society organizations, training academies, local government departments, district collectors, and active community leaders with a request for circulation among interested. The circular would also be hosted on WBI site and a small advertisement in national dailies will be given. The circular would also be sent to International Organizations involved in the field of development, reconstruction and disaster management for its circulation among stakeholders.

The registration would be handled by requesting the interested persons to either fill up the online registration form on WBI site or send the filled registration by email to the administrator/coordinator of the course.

The first level of selection would be based on fulfillment of educational / technical qualifications. Among those who will qualify, selection would be based on relevance of the course to the professional activities of applicant, technical competency in undertaking e-learning course, and access to internet.

**3) Delivery management plan with the descriptions of tasks needs to be done and their timing.**

Step 1: Design of course modules based on course description and objectives, learning strategy and target audience. (8 weeks before course starts)

Step 2: Putting together the Designing team for module wise content writing, making presentations, putting case studies, assignments, resources and reference material. (6 weeks before course starts).

Step 3: Assessing the resource requirement for hosting the course online in MOODLE environment. (6 weeks before course starts)

Step 4: Putting together course support team to handle registration and selection and to handle delivery of CD-ROMS of course modules to the selected participants. (4 weeks before course starts).

Step 5: Constituting course delivery team comprising of course administrator, and facilitators (3 weeks before course starts). The delivery team will accomplish following tasks:

Step 6: Posting of CD-ROMS to all selected participants. (2 weeks before course starts).

Step 7: Announcement of the course and instructions to follow (1 week before course starts)

Step 8: Creating online community by requesting participant's profiles, introductions, etc. (3 days before course starts)

Step 9: Designing discussion questions for each module (beginning of every week after the course starts)

Step 10: Guiding the participants through the learning materials (throughout the course duration)

Step 11: Facilitating the discussions (Everyday of online course)

Step 12: Posting assignments related to modules (at the beginning of week of that module), Correcting assignments (at the end of week of that module).

Step 13: Tracking participant's progress (at the end of each week).

Step 14: Identify new readings and posting to support participants progress relevant to topic of discussion (every week of course).

Step 15: Evaluating the end-of course projects (within one week of end of course)

Step 16: Analyze results of evaluation and undertake follow up actions if required. (within 2 -3 weeks of end of course)

**4) Announcement of the course**

About 7 – 10 days in advance, administrator shall announce the start of course, instructions to follow, course duration, the description of learning strategy and tools, the course completion requirements and names of facilitators through emails to all selected participants.

**5) Text of the message which you will send to the selected participants before the course starts.**

The following message would be sent to all the selected participants on their email address.

Message subject: Online course on Community-Based Disaster Risk Management Course

Message Text: Dear Participants Congratulations!

It is my pleasure to inform you that in response to your application you have been selected to undergo fifth WBI-NIDM online course on Community-Based Disaster Risk Management Framework. The CD-ROM of course material has already been sent to you last week. In case you have not received it yet, kindly contact us immediately.

You are requested to go through the content of CD-ROM containing presentations, reading material, references and assignments. Same material is available online also but donot try to download it from site as many files are quite large and may result in your computer hanging up.

As a first step of online course, you should complete registration. The link to course login page is <http://vle.worldbank.org/moodle/...../> Please follow the

instructions. If you are first time user, then you need to create an account by clicking on the tab <create new account> fill out the details and you will get a confirmation email which you should follow. The enrolment key for this course is “cbdrm08”. The account creation is to be done only once and later you can login by your username and password – so remember them.

All important announcements from the faculty are posted in <Latest News> section, which is on the top, left hand side of the course website. Before the course officially starts you should familiarize yourself with the features of the Moodle and complete the first tasks. Browse through course WebPages to learn the tools and instruments available in this platform

Don't forget to fill-in your profile and post your latest photograph. You can fill profile by Clicking link <Participants> and then click on your name and select tab <Edit Profile>.

Looking forward to work with you,

Warm regards,

Vinay Sehgal, Course Creator, Administrator

**6) Text of the message which you will post in Latest News before the course starts.**

Welcome to the fifth WBI-NIDM course on CBDRM.

Myself, Sreeja and Surya will act as instructors to this course and will regularly interact with you through MOODLE communication tools.

During the course we will post administrative and logistic issues in the <Latest News>. The deadlines for various tasks and assignments are marked in online calendar. The system doesn't allow late submission – so stick to deadlines.

First week, we will start with module 1 on “Community-level Vulnerability Assessment and Disaster Preparedness”. The second week will focus on “Access to Resources for Community-based Mitigation”. Third week we will discuss the module 3 on “Planning and Implementing a Disaster Management Program at Community-level”.

An important part of learning is participation in online discussion on topics posted under FORUM. Weekly topics, corresponding to the module will be posted and will be moderated by one of the instructors. At the start of each week, we will post a topic and you are expected to comment on the original topic as well as on the reply posted by fellow participants. At the end of each week we will post the summary of discussion on the topic thereby closing the discussion on the topic.

If you face any technical difficulty in using MOODLE, kindly post your comments on Form under Topic Technical matters or send an email to all instructors.

Again to remind you to kindly go through the course material available on CD-ROM sent to you. In case you have not yet completed your personal profile, kindly do it at the earliest.

Best Wishes!

**7) Your role as online facilitator and key responsibilities and skills needed for your context.**

My role as a facilitator is to guide / facilitate self learning among the participants and make the online learning a very pleasant experience. It includes helping participants with assignments, stimulating them to come with ideas where they can share their experiences, and connect to the course material to achieve course objectives as per plan. Other responsibilities include moderating and summarizing discussions, evaluating assignments and End-of-Course-Project, provide solutions to administrative and logistic issues.

The key skills needed are that I should be motivated/interested to facilitate online course, should technically be well aware of the topic under discussion, shall have experience to engage participants on stimulating topics, have good communications skills, netiquette, and well versed in using online tools. I should have perseverance to motivate participants for completing all tasks as per deadlines.

**8) Your facilitation strategy with a list of topics selected for the discussion in each of the modules of the course, the objectives of their discussions, and tools you are going to use to achieve them**

The facilitation strategy includes posting a topic for discussion at the beginning of each week relevant to module of study. Each instructor shall be facilitating the discussion for one week and will be pre-decide. If the discussion on topic appears to be saturating, then a new sub topic from the previous discussion may be put for discussion. The strategy is to see that discussion should not lose focus by posing few questions in the context of topic given.

Module 1 Topics:

What shall be the components of disaster risk management with respect to any hazard faced by your area/region/community?

Is disaster risk management a development issue or a humanitarian issue in your region?

What are the main factors which are mainly contributing to the vulnerability of community in your area to main natural hazards?

The objective of topics is to stimulate participants to understand the components of disaster risk management and generate awareness about natural hazards and their impact on developmental activities and process of community vulnerability analysis

Module 2 Topic:

What shall in your opinion be the financial mechanisms available to community for vulnerability reduction – Top down (Government based) or bottom up (community based) or a mix of two?

The objective of the topic is to debate various models of financial instruments and programs setup for disaster risk reduction, their merits and demerits.

Module 3 Topic:

What shall be the ways and means to strengthen the role of local bodies, civil society bodies and community in disaster risk management?

What shall be role of different actors / stakeholders in preparing a community level Disaster Management Plan?

The objective of the topic is to make participants aware of role of local actors in disaster management and what more shall be needed to strengthen their participation in overall institutional mechanism of disaster risk reduction.

For facilitation I shall be using online discussion FORUMS (for both online discussion and file sharing), and sharing references, some case studies under RESOURCES and postings “key terms” under GLOSSARY.

**9) Communication strategies and techniques that you plan to use in your course?**

Communication through email in the beginning and for messages like submission of assignment and ECPs. Once the participants get enrolled for the course and started using MOODLE, always encourage communication through MOODLE Message Block and Latest News and Discussion Forums.

**10) Type of messages and their timings you are going to post in the Latest News, Calendar and message sections during the course.**

1. Welcome message at the start of course.
2. Arrangements during the course at the start of course.
3. Course completion requirements at the start of the course.
4. Reminding the deadline for submission of assignment (middle of week).
5. Summary of discussion during the week (at the end of week).
6. Announcement of Facilitator and arrangements for discussion in the following week (at the beginning of week).
7. Announcement related to any general issue like some technical problem or answer to a query which is of interest to all.
8. Announcing the closing of course (at the end of course)

**11) Strategy of handling assignments and end of course project**

Administrator shall pre-decide the facilitator for each week and weekly assignments shall also be evaluated by facilitator of that week. If the quality of assignment is below acceptable threshold then that assignment shall also be evaluated by administrator and comments shall be sent to participants pointing major deficiencies.

As the deadline of submission of assignment will be mid of week, the facilitator shall undertake evaluation of assignments on first come first basis. The comments on assignment shall be emailed to all participants at the beginning of next week.

All the end of course projects, shall be evaluated by at least two instructors and comments will be synthesized. The comments on the end of course project shall be communicated around 10 to 15 days after closure of the course.

**12) Difficulties you expect to face during the course and suggestions on how to overcome them.**

The first major difficulty could be getting a good number of participants from diverse backgrounds and varied experience which is essential for lively discussions. This could be overcome by giving wide publicity of the course and at times contacting seats of learning directly for seeking participation of their staff.

During the initial phase of course, participants could be facing technical difficulties in operating the MOODLE tools. For overcoming this, a detailed dos & dnts and protocols of tools will be posted in file sharing.

One major difficulty could be loss of interest of participants in the topic of discussion or the discussion may loose its course. In such cases, new, relevant and interesting topics shall be posted keeping the profile of participants in mind.

Another major challenge might be non-submission of assignments and course end project by some participants. In such cases, besides general reminder posted on Latest News, personal emails shall be sent reminding them to submit assignment/project. If still participant is not forthcoming, he shall be contacted to ask for what is the constraint because of which he is not submitting the assignment/project. If the difficulty is related to subject matter or some technical difficulty, such participants may be helped appropriately.

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