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RESILIENT RESPONDERS

Psychological Resilience and Support for Personnel in Charge after Natural
Disasters

E-LEARNING MODULE DEVELOPMENT AND IMPLEMENTATION GUIDE

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INTRODUCTION

This guide provides a structured approach for developing and implementing e-learning modules, ensuring consistency, clarity, and ease of use for all partners. The modules are designed for self-paced online learning, requiring no additional facilitation.

The guide outlines each stage of the module creation process, from structuring content to integrating assessment tools and issuing certificates. It serves as a standardized framework to ensure all modules align with the overall training objectives.

Key Features of the Modules:

- Fully Online & Self-Paced – Learners complete the modules independently via the web platform.
- Standardized Structure – All modules follow a consistent format to maintain quality and clarity.
- Interactive & Engaging – Includes videos, case studies, and skill cards to reinforce learning.
- Automated Assessment & Certification – Final tests and certificates are generated without manual intervention.

This guide is intended for all partners involved in module development, ensuring a uniform, high-quality learning experience across all training materials.

1. MODULE STRUCTURE

1.1. *Purpose of the module*

Provide a clear and **concise statement** outlining the overall purpose of the E-Learning module. Each module should have a clear and well-defined purpose that aligns with the overall training objectives. The purpose should explain why the module is important, what it aims to achieve, and how it benefits the learners.

1.2. *Target audience*

Identify the specific group of learners for whom the module is designed. Clearly define their background, experience level, and learning needs to ensure the content is relevant and effective.

1.3. *Module duration*

Define the estimated time required for participants to complete the module, ensuring it aligns with the learning objectives and content depth. To maintain engagement and maximize knowledge retention, we recommend setting the duration between **50-60 minutes**. This timeframe allows learners to absorb key concepts without cognitive overload while providing enough time for interactive elements such as case studies, assessments, and skill-building activities.

1.4. Module components

Each module is structured to provide a clear, engaging, and effective learning experience. It consists of the following key components:

- **Pre-Training Preparation**

- A pre-assessment test to measure participants' existing knowledge and identify learning gaps.
- Pre-reading materials, including articles, videos, and curriculum sections, to introduce key concepts and prepare learners for the main content.

- **Main Content**

- A PowerPoint presentation that delivers core concepts in a structured, easy-to-follow format.
- Integrated videos and external resource links to enhance engagement and support deeper learning.

- **Reinforcement Activities**

- Case studies that provide real-world scenarios, allowing participants to apply what they have learned.
- Skill cards that summarize key techniques and strategies for practical use.
- Final assessment test to evaluate the learner's understanding and measure learning outcomes.

- **Completion & Evaluation**

- A feedback form to collect participant insights and improve future modules.
- Automated certification, issued upon successful completion of the module, to recognize participant achievement.

By incorporating these components, the module ensures a structured, interactive, and self-paced learning experience that meets the needs of the target audience while maintaining full automation.

1.5. Documents to Be Produced:

1.5.1. Module Overview Card (WORD)

The Module Overview Card provides a structured summary of the training module, ensuring clarity, consistency, and alignment across all modules. It serves as a quick reference document for facilitators and learners, outlining the essential details in a standardized format.

Content of the Module Overview Card:

- Module Title: Clearly state the official name of the module.
- Purpose: Provide a concise description of the module's goal and how it contributes to the overall training program.
- Target Audience: Define the specific group of learners, their background, and their learning needs.
- Duration: Indicate the estimated time required to complete the module (recommended: 50-60 minutes).
- Key Topics and Content Outline: List the main subjects covered in the module, organized in a logical sequence.
- Key Words: Identify important terms and concepts that are central to the module's content.
- Module Components: List the key elements included in the module:
 - Pre-Training Preparation (Pre-assessment test, pre-reading materials)
 - Main Content (PowerPoint presentation, integrated videos, and external resources)
 - Reinforcement Activities (Case studies, skill cards, final assessment test)
 - Completion & Certification (Feedback form, automated certification process)
- Learning Outcomes: Summarize the key knowledge and skills participants will gain upon completing the module.
- Assessment & Evaluation: Indicate how learning will be measured (pre-test, final assessment, interactive exercises).
- Additional Resources: List any extra materials available for further learning (external articles, case studies, videos).

The Module Overview Card ensures that all training modules are structured consistently, making them clear, effective, and aligned with the overall e-learning program.

2. PRE-TRAINING PREPARATION

2.1. Pre-assessment test

The Pre-Assessment Test is a self-evaluation tool that helps learners reflect on their initial level of knowledge, skills, and confidence related to the module content. It sets a baseline for measuring learning progress.

2.2. Documents to Be Produced:

2.2.1. Pre-Assessment Test (Web & Word)

The Pre-Assessment Test is a self-evaluation tool that helps learners reflect on their initial level of knowledge, skills, and confidence related to the module content. It sets a baseline for measuring learning progress.

Directions:

- Format: Delivered in both web-based and WORD formats.
- Type: Self-assessment using a 5-point Likert scale (from "I strongly disagree" to "I strongly agree").
- Number of Questions: Each module will include 5 self-assessment statements.
- Purpose: Not graded; designed to help learners become aware of their starting point.
- Scoring: Learners review their own responses to reflect on areas for improvement.

Example Statement:

"I have an understanding of what psychological resilience means."

The statements should directly relate to the core topics of the module and use clear, first-person language.

3. MAIN MODULE

3.1. PowerPoint presentation

The PowerPoint presentation serves as the core instructional material of the module. It delivers structured content in an engaging, clear, and visually supported format.

Directions:

- Format: The presentation should be available in PPT format for flexibility and exported as PDF for accessibility.
- Structure: Follow a consistent slide layout, ensuring clarity and readability.
- Content Organization: Arrange slides logically, starting with an introduction, followed by key topics, and ending with a summary.
- Visual Design: Use high-quality visuals, icons, and infographics to support key messages while keeping text concise.
- Interactive Elements: Embed videos, links to additional resources, and key takeaways to enhance engagement.
- Self-Paced Learning: Ensure the content is structured so that learners can follow independently without external facilitation.

Recommended Slide Breakdown:

- Title Slide – Module title, project logo, estimated duration.
- Introduction – Purpose of the module, learning objectives.

- Main Content – Key concepts presented in an organized manner.
- Case Study – A real-world example to reinforce learning.
- Key Takeaways – Summary of the most important points.
- Next Steps – Guidance on assessments, additional resources, and certification.

This structured and visually engaging PowerPoint presentation ensures that learners grasp essential concepts efficiently while maintaining a consistent format across all modules.

3.2. Video and additional resource links

Videos and external resource links enhance the learning experience by providing visual explanations, expert insights, and real-world examples. These resources should be concise, relevant, and easy to access.

Directions:

- Format: Videos should be embedded directly in the PowerPoint presentation or provided as clickable links.
- Content Selection: Use short, high-quality videos (3-10 minutes) that support the module's key topics.
- Reliable Sources: Ensure that all videos and external resources come from trusted sources (e.g., professional organizations, academic institutions).
- Accessibility: Links should be publicly available and not require subscriptions or login credentials.
- Engagement: Choose interactive or real-world case study videos where possible to reinforce key learning points.

Examples of Additional Resources:

 Video: "How to Build Psychological Resilience in High-Stress Environments" – [YouTube Link]

 Article: "Crisis Decision-Making Strategies" – [Academic Journal Link]

 External Tool: "Interactive Stress Management Simulator" – [Website Link]

These resources should be carefully selected to align with the module content and provide valuable insights that deepen learners' understanding.

3.3. Documents to Be Produced:

3.3.1. PowerPoint Presentation (PPT & PDF)

The PowerPoint presentation will have an average of 40 slides, ensuring a structured, engaging, and self-paced learning experience. While the total slide count may vary slightly depending on the module's complexity, the structure will remain consistent across all modules to ensure clarity and ease of navigation.

Each slide should be visually engaging, with minimal text, clear headings, relevant visuals, and where applicable, embedded videos and external resource links to enhance the learning experience. The content should be designed to support independent learning, requiring no instructor intervention.

- Title Slide (1 slide)

- Module Title – Clearly state the name of the module.
- Project Logo – Ensure branding consistency.
- Estimated Duration – Indicate that the module takes approximately 50-60 minutes to complete.

Purpose: Provide a professional and structured introduction to the module.

- Introduction (3-5 slides)

This section sets the stage for learning, explaining why the module is important and what participants can expect.

Slide Breakdown:

- Purpose of the Module – Explain why this topic is relevant and how it fits into the overall training.
- Learning Objectives – Clearly define what participants will achieve by completing the module.
- Module Relevance – Provide real-world examples of how this knowledge applies in practical situations.
- How to Navigate the Module – Offer guidance on how learners should engage with the content (e.g., self-paced learning, clicking on resource links).

Purpose: Ensure that participants understand what they will learn and how to navigate the module effectively.

- Main Content (25-30 slides)

This is the core learning section where key concepts and knowledge are delivered in an organized and engaging way.

Slide Breakdown:

- Concept Explanations (10-15 slides)
 - Introduce each key concept in a clear and structured manner.
 - Use simple language, breaking down complex ideas into easy-to-understand points.
 - Include practical examples to make abstract concepts more relatable.
- Diagrams and Visual Aids (5-7 slides)
 - Use infographics, flowcharts, and tables to simplify information.

- Step-by-step process explanations for technical or procedural content.
- Visual elements should support understanding, not overload slides with too much text.

- Real-Life Applications (5-7 slides)

- Show practical uses of the concepts in real-world settings.
- Highlight best practices and common mistakes for learners to recognize.
- Use examples and scenarios to enhance engagement.

Purpose: Provide structured knowledge while making learning interactive, engaging, and easy to absorb.

- Case Study (3-5 slides)

This section reinforces learning through real-world application, allowing participants to analyze and solve a problem.

Slide Breakdown:

1. Scenario Description – Provide background information on a real or simulated event.
2. Challenge/Problem – Define the issue that needs to be addressed.
3. Discussion Points – List key questions or critical thinking prompts.
4. Possible Solutions – Offer examples of best practices and approaches.
5. Lessons Learned – Summarize key takeaways from the case study.

Purpose: Develop critical thinking skills by encouraging participants to apply knowledge to realistic situations.

- Key Takeaways (3-4 slides)

Summarize the most important points from the module in a concise and easy-to-review format.

Slide Breakdown:

- Summary of the Module – Recap the key topics covered.
- Quick Reference Guide – Bullet points of essential concepts for learners to revisit.
- Practical Applications – How participants can use the information in real life.

Purpose: Reinforce learning retention by providing a clear and concise summary of key concepts.

- Next Steps (2-3 slides)

This section guides learners on what to do after completing the module.

Slide Breakdown:

- Assessment Instructions – Direct participants to the final assessment test.

- Additional Resources – Provide links to recommended readings, videos, and tools for further learning.
- Certification Process – Explain how learners receive their certificate upon completion.

Purpose: Ensure learners understand how to complete the module and access further learning opportunities.

3.3.2. Training Videos and additional resource (Links and Explanations)

Recommended Video Types:

- Concept Explainer Videos: Short educational videos that introduce and explain key topics.
- Real-World Demonstrations: Videos that show real-life applications of the concepts discussed.
- Expert Interviews: Insights from professionals sharing their experiences and best practices.
- Scenario-Based Videos: Case study or problem-solving videos to engage learners in critical thinking.

Examples of Additional Resources:

 Video: "How to Build Psychological Resilience in High-Stress Environments" – [YouTube Link]

 Article: "Crisis Decision-Making Strategies" – [Academic Journal Link]

 External Tool: "Interactive Stress Management Simulator" – [Website Link]

These videos should be carefully selected to align with the module content and provide valuable insights that deepen learners' understanding.

4. REINFORCEMENT OF LEARNING

4.1. Case studies

Case studies provide real-world scenarios that help learners apply their knowledge in practical situations. They encourage critical thinking, problem-solving, and decision-making, reinforcing key concepts covered in the module.

Directions:

- Structure: Each case study should include:

1. Scenario Description – Present a real or hypothetical situation related to the module topic.
2. Key Challenges – Outline the main issues or problems within the scenario.
3. Guiding Questions – Provide thought-provoking questions to encourage analysis and discussion.

4. Possible Solutions and Best Practices – Summarize recommended actions or lessons learned.

- Format: Case studies should be presented in WORD format for easy access and integration into the module.
- Length: Keep each case study concise (one to two pages) to ensure engagement without overwhelming learners.
- Relevance: Scenarios should reflect realistic and practical situations that learners may encounter.

Case studies allow learners to engage with real-world problems, analyze different perspectives, and apply their learning in meaningful ways.

4.2. Skill cards

Skill cards serve as quick reference tools that summarize key techniques, strategies, and best practices introduced in the module. They provide learners with practical, easy-to-access guidance for applying their knowledge in real-world situations.

Directions:

- Format: Skill cards should be provided in WORD format for easy download and access.
- Content: Each card should focus on one key concept or technique, summarizing it in a concise and actionable format.
- Length: Keep each skill card one page maximum, using bullet points, step-by-step instructions, or short explanations for clarity.
- Design: Use a clean and structured layout with clear headings and sections to ensure readability.
- Application: The content should be practical and directly useful for learners in real-life situations.

Skill cards provide learners with quick, practical guidance they can refer to anytime, reinforcing key skills and concepts from the module.

4.3. Additional materials (articles, videos, curriculum sections)

The Additional Materials section provides learners with **optional resources** to deepen their understanding after completing the core content of the module. These materials are not required for completion but support further learning and real-world application.

4.4. Final assessment test

The final assessment test evaluates learners' understanding of key concepts covered in the module. It ensures that participants have grasped essential knowledge and can apply it effectively.

Directions:

- Format: The test should be available in both web-based and WORD formats for accessibility.
- Length: Include 5 questions that comprehensively assess the module's main topics.
- Question Types: Use a mix of multiple-choice, true/false, and matching questions to measure different levels of understanding.
- Alignment: Ensure that all questions directly relate to the module's learning objectives.
- Automation: Web-based tests should provide immediate feedback and scoring to support self-paced learning.

The final assessment test validates learners' comprehension and ensures they have met the required learning outcomes before progressing to certification.

4.5. Documents to Be Produced:

4.5.1. Case Study Document (WORD)

☐ **Example Case Study Structure**

Title: Crisis Response Coordination in a Flood Emergency

Scenario:

A severe flood has hit a major urban area following days of heavy rainfall. Thousands of people have been displaced, homes and infrastructure have been severely damaged, and emergency responders are struggling to deliver aid. Communication networks are down, transportation routes are blocked, and there is a shortage of essential supplies. The situation requires a coordinated response among emergency teams, local authorities, and humanitarian organizations.

Key Challenges:

1. Disrupted Communication: Phone and internet services are down, making it difficult for teams to share information and coordinate efforts.
2. Resource Shortages: There is a limited supply of food, water, and medical aid, and distribution must be carefully managed.
3. Blocked Roads and Inaccessible Areas: Floodwaters and debris have made key roads unusable, delaying relief efforts.
4. Public Safety Concerns: Emergency responders must assist those stranded while ensuring their own safety in hazardous conditions.

Guiding Questions:

- What are the most critical first steps in organizing an effective emergency response?
- How can responders establish communication when traditional networks are down?
- What criteria should be used to prioritize resource distribution?
- What strategies can be employed to navigate logistical challenges, such as blocked roads?
- How can responders ensure community engagement in relief efforts?

Possible Solutions and Best Practices:

1. Establish Alternative Communication Channels:

- Deploy satellite phones and two-way radios for emergency teams.
 - Set up designated communication hubs where responders can gather and exchange updates.
- Use social media and community networks when possible to relay information.

2. Implement a Clear Aid Distribution Strategy:

- Conduct a rapid needs assessment to identify the most vulnerable populations.
- Prioritize food, clean water, and medical aid based on urgency and location.
 - Work with local volunteers and organizations to coordinate fair and efficient distribution.

3. Overcome Transportation Barriers:

- Use boats, helicopters, and off-road vehicles to reach inaccessible areas.
- Identify and clear alternative routes for emergency vehicles.
- Set up temporary shelters and aid stations in high-ground areas.

4. Ensure Public Safety and Well-Being:

- Establish emergency shelters and provide basic medical care.
- Implement a psychosocial support system for affected individuals.
- Educate the public on safety measures to prevent further casualties.

By analyzing this case study, learners will apply crisis management principles, develop problem-solving strategies, and understand the importance of coordinated emergency response efforts in disaster scenarios.

4.5.2. Skill Cards (WORD & Web Format)

☐ **Example Skill Card Structure**

Title: The STOP Technique for Stress Management

Purpose:

The STOP technique is a simple yet effective method for managing stress in high-pressure situations. It helps individuals remain calm, think clearly, and make rational decisions under stress.

Steps:

1. Stop – Pause and recognize the situation before reacting. Avoid making impulsive decisions.
2. Take a Breath – Use slow, deep breathing to lower stress levels and regain focus.
3. Observe – Assess your thoughts, emotions, and surroundings. Identify the best course of action.
4. Proceed – Make a conscious and well-thought-out decision rather than reacting out of stress or panic.

Best Practices:

- Practice the STOP technique regularly to build resilience in crisis situations.
- Combine it with mindfulness exercises for long-term stress management.
- Apply the technique in both personal and professional settings to enhance decision-making.

This skill card provides a concise and practical reference that learners can use whenever they need to manage stress and improve their response in challenging situations.

4.5.3. Additional Materials (PDF & Web Links)

The Additional Materials section provides learners with **optional resources** to deepen their understanding after completing the core content of the module. These materials are not required for completion but support further learning and real-world application.

Directions:

- Format: Provide materials in PDF format for easy download and include web links to external resources where applicable.
- Content Selection: Choose articles, reports, curriculum sections, or short videos that introduce the module's main topics.
- Length: Keep materials brief and focused to ensure participants can review them in a short time.
- Accessibility: Ensure that all resources are freely available and do not require special access or subscriptions.
- Diversity of Resources: Include a mix of text-based documents, infographics, and short videos to accommodate different learning styles.

Sample Resource:

 Document: "Understanding Psychological Resilience in Crisis Response" – [External Link]

 Video: "Stress Management Techniques for First Responders" – [YouTube Link]

4.5.4. Final Assessment Test (Web & WORD)

□ Example Final Assessment Question

Question:

Which of the following is the first step of the STOP technique for stress management?

- A) Take a deep breath
- B) Observe your thoughts and emotions
- C) Stop and recognize the situation
- D) Proceed with immediate action

Correct Answer:

C – Stop and recognize the situation before reacting.

5. MODULE COMPLETION AND CLOSURE

5.1. Feedback form

The Feedback Form allows participants to share their experiences, opinions, and suggestions about the module. It helps improve the training content by gathering insights on clarity, engagement, and effectiveness.

Directions:

- Format: The feedback form should be available in both web-based and WORD formats for accessibility.
- Length: Keep the form brief and focused, with a mix of multiple-choice, rating scale, and open-ended questions.
- Content: Cover aspects such as module clarity, usefulness, engagement, and areas for improvement.
- Anonymity: Allow participants to submit feedback anonymously to encourage honest responses.

This feedback form helps ensure continuous improvement by collecting meaningful insights from participants.

5.2. Certification process

The Certificate of Completion serves as official recognition for participants who successfully complete the module. It verifies their achievement and encourages continued engagement in the training program.

Directions:

- Eligibility: Participants must complete the module and achieve a passing score on the final assessment test.
- Format: The certificate will be auto-generated in WORD format and available for immediate download.
- Content: Each certificate should include the following details:
 - Participant's Full Name
 - Module Title
 - Completion Date
 - Official Signature or Logo of the training provider
 - Unique Certificate ID (Optional for Verification)
- Automation: The system should issue the certificate automatically upon successful completion without manual approval.

The auto-generated certificate provides learners with formal recognition of their accomplishment, motivating them to apply their skills in real-world scenarios.

5.3. Documents to Be Produced:

5.3.1. Module Feedback Form (Web & WORD)

The Feedback Form should include 8-10 questions to gather comprehensive yet concise feedback. The questions should cover different aspects of the module to ensure well-rounded insights while keeping the form short and engaging.

Recommended Question Breakdown:

1. Overall Effectiveness – How effective was this module in enhancing your understanding? (Rating scale)
2. Clarity of Content – Was the information presented in a clear and understandable way? (Yes/No + Comment)
3. Engagement – How engaging did you find the module's content and format? (Rating scale)
4. Practical Application – Do you feel confident applying what you learned in real-world situations? (Multiple choice)
5. Module Duration – Was the module length appropriate? (Too short / Just right / Too long)
6. Most Valuable Part – Which part of the module did you find most useful? (Open-ended)
7. Areas for Improvement – What would you suggest improving in this module? (Open-ended)

8. Technical Issues – Did you experience any technical difficulties while completing the module? (Yes/No + Explanation)
9. Additional Resources – Would you like more videos, case studies, or skill cards in future modules? (Multiple choice)
10. Overall Satisfaction – How satisfied are you with this module? (Rating scale)

This 8-10 question format ensures that the feedback is comprehensive, actionable, and time-efficient for participants.

5.3.2. Certificate (WORD - Auto-Generated)

The Certificate of Completion will be designed using CANVA or a similar program to ensure a professional and visually appealing format. It will be available in WORD format and automatically generated upon successful module completion.

This certificate is awarded in recognition of the participant's successful completion of the training module and achievement of the required learning outcomes.