UAOA
UNITED AGAINST ONLINE ABUSE

Workshop Facilitator Guide

01 BEFORE THE SESSION

Start by becoming familiar with the **UAOA workshop purpose** and the **five learning goals.**

And read your organisation's **safeguarding protocols.**

KNOW YOUR AUDIENCE

- Who is attending: age, role, sport/community, digital familiarity, group size?
- What knowledge, sensitivities, and local context should shape examples?
- What participation format will work: individual reflection, pairs, small groups, polling?

PREPARE YOUR SLIDES

- Read the full handbook to **understand how the modules connect.**

SAFEGUARDING CHECKLIST

- [ ] Review organisational protocols.
- [ ] Prepare accredited national/ local support contacts.
- [ ] Check parental/guardian consent requirements for under-18s.
- [ ] Select examples with an appropriate emotional impact and balance the tone.

CORE FOUNDATIONS

- Programme Identity
- Understanding Online Abuse
- Routes to Action

CUSTOMISABLE CONTENT

- Community-Derived Track
- Sport-Specific Track

Pick the track that matches the room.

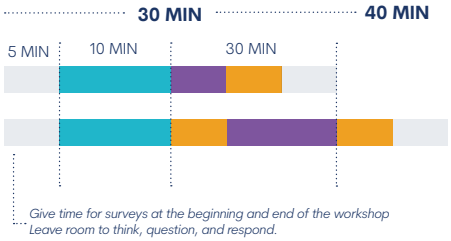
ACTIVITIES

- Knowledge Reinforcement
- Programme Satisfaction Surveys

Works with every format.

- Prepare the content with **relevant examples**, so it reflects the participants' local community, sport, and/or lived context.
- Use **verifiable sources** that are appropriate for the audience, clearly cited, and emotionally safe to discuss.
- Adapt **interactive activities and tools** whenever appropriate.
- Ground the session in **realistic routes to action** that participants understand and can get access to directly from their community.

PLAN THE WORKSHOP USING THE RECOMMENDED **30 AND 40-MINUTE FORMATS.**



SLIDE DECK CHECKLIST

- [ ] Turn section headings into slide titles
- [ ] Keep one idea per slide
- [ ] Use simple visuals to illustrate statistics, and audience-relevant anchors
- [ ] Test slides, links, and activity sheets

PLANNING RULE

Retain the Cards activity in every format because it helps participants recognise online abuse in real settings.

02 DURING THE SESSION

PRE-WORKSHOP SURVEY

Ask every participant to complete the **anonymous survey at the start of the session.** Check with your organisation whether you can send it before the workshop.

- Deliver the workshop with confidence and an informative attitude.
- Invite conversations without asking participants to share personal experiences. Always use the witness approach.
- When discussion turns to free speech or speaking-up risks, acknowledge concerns and return to practical guidance.

03 AFTER THE SESSION

- Make sure every participant knows how to reach accredited support if the session raised something personal.
- Record your experience with this workshop: what worked well or needed adapting, and which local examples or activities to improve next time.
- Report your data to UAOA to help measure learning outcomes and build the evidence base for combating online abuse in sport.

POST-WORKSHOP SURVEY

Ask every participant to complete the **anonymous post-session survey before they leave.** Remind participants that their feedback helps prevent online abuse in sport.