# README

The TRIPLE Training Toolkit is part of the work performed by Work Package 6 (WP6) under Task 6.3 in the TRIPLE Project (Transforming Research through Linked Interdisciplinary Exploration). The project is funded by the European Commission, under Grant Agreement No. 863420 and will run for 42 months starting from October 2019.

Task 6.3 produced two main results:

* the [TRIPLE Open Science Training Series](https://project.gotriple.eu/training/), a series of reusable and open training events specifically designed to improve skills in FAIR and Open Science
* the TRIPLE Training Toolkit, an open workflow to design and deliver online training events following the FAIR-by-design method.

The TRIPLE Training Toolkit is a tool designed to provide effective support to the research community in the uptake and application of Open Science and FAIR Data management practices within training activities and to address the frequent findability and reusability issues related to the management of digital training materials.

The TRIPLE Training Toolkit includes 11 reference documents referred to as reproducible templates that trainers can use and adapt to their needs along with an illustration of the process representing the user journey to facilitate the uptake of the method.

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The files listed below are deposited in Zenodo to serve as a reference for those wishing to reproduce this experiment within their own institution or for their own training activities.

Please note that this is the third version (3.0) of the TRIPLE Training Toolkit (DOI: 10.5281/zenodo.7309919). A first version (0.1) was deposited on Zenodo on 25 February 2022 (<https://doi.org/10.5281/zenodo.6256198>) when the training series was still ongoing.   
Version 2.0 and 2.1 contain inaccuracies, they are available on Zenodo but we recommend using version 3.0.

All documents are in Open Access (CC-BY-0) except if indicated otherwise.

Files

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\* The file TRIPLE\_Training\_Toolkit\_Workflow1.png illustrates the process of designing a series of training events following the FAIR-by-design method and represents the user journey.

\* The file TRIPLE\_Training\_Toolkit\_Workflow2.png provides an explanation of the purpose of each reference document according to the task the user wants to accomplish.

\* The file Guidelines\_Organisation\_TRIPLE\_Training\_Toolkit.docx is a step-by-step guide which can be duplicated and repeated easily throughout the entire training series to support the organisers, moderators and speakers of the TRIPLE Open Science Training Series.

\* The file To\_Do\_TRIPLE\_Training\_Toolkit.xlsx is a template spreadsheet to support organisers, moderators and speakers in sharing the tasks related to the training sessions and which gives a clear timeline of the actions to be performed.

\* The file List\_Past\_Events\_TRIPLE\_Training\_Toolkit.docx references all past TRIPLE training events with the name of the contributors, a short description of the event and the links to the resources.

\* The file Training\_Objectives\_Learning\_Outcomes\_TRIPLE\_Training\_Toolkit.docx provides an overview of the Training objectives and Learning outcomes for each training session.

\* The file Internal\_Training\_Needs\_Survey\_TRIPLE\_Training\_Toolkit.docx contains the methodology of the survey which was shared twice within the project consortium to assess the partners’ training needs.

\* The files Internal\_Training\_Needs\_Results1\_TRIPLE\_Training\_Toolkit.png and Internal\_Training\_Needs\_Results2\_TRIPLE\_Training\_Toolkit.png show the results to the internal training needs questionnaire.

\* The file Post\_Training\_Survey\_TRIPLE\_Training\_Toolkit.docxcontains the methodology of the survey shared at the end of the training sessions to collect attendees’ feedback and measure the relevance and utility of the training series

\* The file Post\_Training\_Survey\_Results\_TRIPLE\_Training\_Toolkit.xlsx contains the answers to the post training survey. (Please note that the procedure was implemented in October 2021 and as such does not reference the answers to previous training events).

\* The file Promotion\_Dissemination\_Template\_TRIPLE\_Training\_Toolkit.xlsx is a template spreadsheet in which project partners report their promotion and dissemination activities regarding the TRIPLE training series.

\* The file Enlarged\_Audience\_Template\_TRIPLE\_Training\_Toolkit.xlsx contains the prospecting information which was collected to widen the audience of the TRIPLE training sessions.

Last updated: 1 November 2022