

Session Schedule

Training Title

Training of Trainers (ToT) on Humanitarian Essentials & SPHERE Standards

Participants	NGO/GO Staffs		Duration	03 days
Organized by	HEARD Nepal		Place	Nepal

Time: 9.30 am to 5.00 pm

Learning Objectives

Understand the Sphere Standards & it's importance to apply in humanitarian actions and will be able to facilitate the training on Sphere Standards

Session outline: Day 1

Content	Timing	Method/Activity	Learning Points
1. Introduction, Training expectation, Pre-test and training schedule	90 Minutes	Discussion, ice breaking activity, online test	<ul style="list-style-type: none"> - Become easy, fair and free - Find out the Learning needs - General understanding about knowledge level
1. Background of the humanitarian movements	60 Minutes	<ul style="list-style-type: none"> - Presentation - Video show - 	<ul style="list-style-type: none"> - How humanitarian communities involved over time? - Great lake crisis and issue of coordination -
2. Sphere and it's Structure	30 Minutes	<ul style="list-style-type: none"> - Presentation - Quick ask-answer 	
3. Humanitarian Principles and Protection Principles	90 Minutes	<ul style="list-style-type: none"> - Presentation - Video play - Group work and presentation 	<ul style="list-style-type: none"> - Basic understanding on HP, PP & HC - Scenario based understanding on HP through group work
4. Core Humanitarian Standards	90 Minutes	<ul style="list-style-type: none"> - Presentation - Video play - Group work and presentation 	<ul style="list-style-type: none"> - Basic understanding on CHS - practical implication on CHS through group work
5. Recall of the session	20 minutes	<ul style="list-style-type: none"> - Group/peer activity 	
Total Time	380 minutes		

Session Outline: Day 2

Content	Timing	Method/Activity	Learning Points
6. Recap	30 min	Recap through game	- Learning exercise
7. Apply SPHERE Standards in humanitarian action	120 Min	- Presentation - Demonstration of Handbook use - Group work	- How to use Sphere Handbook as tool to design and implementation of humanitarian program.
8. Code of conduct in humanitarian actions	60 minutes	- Presentation - Video play - Group exercise	- ICRC CoC - 10 CoC and it's implication in humanitarian actions
9. Humanitarian Inclusion Standards	90 minutes	- Presentation - Group exercise on practice - Group presentation	- Nine key inclusion standards for inclusion of older person and person with disability - Importance of SADD Data for humanitarian Actions.
10. Humanitarian Standards Partnership (HSP)	60 minutes	- Presentation - Discussion	- How HSP works? - Supplementary standards of Sphere
11. Recall of the sessions	30 minutes	- Individual/Group/peer reflection	
Total Time	360 minutes		

Session Outline: Day 3

Content	Timing	Method/Activity	Learning Points
12. Recap	30 min	Recap through game	- Learning exercise
13. Tools & technique of facilitation	60 Min	- Presentation - Exercise on practical issues	- How to use Sphere Handbook as tool.
14. Practice session (Session Plan)	120 minutes	-	- Participants will well converse with session plan preparation
15. Practice session (Session Conduction)	120 minutes	- Group work/Pair work	- Participants will well converse with session conduction
16. Post test on knowledge level	15 minutes	Online test	-Learning evaluation - Further learning needs
17. Reflection & Certificate distribution	30 minutes	- Individual reflection	
18. Closing session	10 minutes	- Remarks by chief guest	
Total Time	385 minutes		
