

Session Plan

Training of Trainers on Quality and Accountability, with main focus on Sphere Handbook

Date: December 5th to 8th, 2023

Venue: Conference floor at Kikai Shinko Kaikan (Shibakoen, Minatoku, Tokyo)

Organized by Japan Quality and Accountability Network (JQAN)

Sponsored by Japan Platform

Supported by Sphere Association, Japanese Red Cross Society, Center for Disaster Medicine and Education of Niigata University Faculty of Medicine

Trainer

Go Igarashi, Program Manager, CWS Japan

Nahoko Harada, Professor, Graduate School of Interdisciplinary Science and Engineering in Health Systems, Okayama University

June Okanoya, President, Japan First Aid Society

Note

This training is designed for participants who are already familiar with Sphere principles and usage of handbook.

Training duration is kept to 4-day to regular 5-day, as most of participants are non-freelance difficult to allocate 5 days out of their work schedule.

Training materials will be prepared in Japanese by using Sphere's ToT materials chosen to fit Japanese context.

Practical training to deliver and facilitate the topics and group work at 2-day Sphere Handbook training will be included.

DAY 1 December 5				
Start	End	duration	Session Content	Trainer
9:30	10:00	0:30	Reception, seating to designated group	
10:00	11:00	1:00	Session 1 Orientation (Welcome, JQAN introduction, participant self-introduction, confirmation of ToT training goal, explanation of program procedure and agree on training rules.)	NH
11:00	11:10	0:10	Break	
11:10	12:00	0:50	Session 2 Latest trends in Quality Assurance, mainly Sphere, CHS and HSP. Overview of Trainer Activities (Global & Japan) Expectation and support to Trainers in Japan	SM
12:00	13:00	1:00	Lunch	
13:00	14:30	1:30	Session 3 Explanation of latest Sphere training session plan (2-day flow, objective of module and exercises)	GI
14:30	14:45	0:15	Break	
14:45	15:30	0:45	Session 4 Introduction and application of adult education in training Basic skills as a trainer (vocalization and inclusion)	JO
15:30	15:40	0:10	Break	
15:40	17:30	1:50	Session 5 Preparation for trial at Sphere training. Participants will work in pairs to prepare for designated session. Trainer will advise the pairs.	JO,NH,GI
17:30	18:00	0:30	Review of Day 1 Explanation of reflection exercise for next day. Assign participant(s) for next day. Question and answers.	NH
18:30	20:00		Cocktail	

DAY 2 December 6				
9:30	10:00	0:30	Housekeeping & Day 1 reflection led by participant(s)	JO
10:00	12:00	2:00	Session 6 Preparation for trial at Sphere training. Participants will work in pairs to prepare for designated session. Trainer will advise the pairs.	JO,NH,GI
12:00	13:00	1:00	Lunch	
13:00	15:00	2:00	Session 7 Preparation for trial at Sphere training. Participants will work in pairs to prepare for designated session. Trainer will advise the pairs	JO,NH,GI
15:00	15:15	0:15	Break	
15:15	16:50	1:35	Session 8 How to prepare Sphere training. Tips on training objective/rule setting, participant grouping, seating arrangement, venue layout and setup. Creation of training schedule, Placement of necessary items, procedures and points to note when holding a voluntary event, Different points to consider for in-person and online training etc	NH,SM
16:50	17:00	0:10	Break	
17:00	18:00	1:00	Session 9 Setting personal goals as a trainer in next day's Sphere training Day 2 Review Assignment for the participant led reflection	JO
DAY 3 December 7				
9:00	9:30	0:30	Housekeeping & Day 2 reflection led by participant(s)	NH
9:30	10:00	0:30	Assist the reception of Sphere Handbook participants	
10:00	18:00	8:00	Session 10 Starts at 10 a.m.: Respond according to the session plan of beginner training End of Day 1 of Beginner Training: 18:00	JO,NH,GI
18:00	18:15	0:15	Break	
18:15	19:00	0:45	Session 11 Individual Review of trial training Assignment for the participant led reflection	JO,NH,GI
DAY 4 December 8				
8:00	8:30	0:30	Housekeeping & Day 3 reflection led by participant(s)	NH
8:30	9:00	0:30	Assist the reception of Sphere Handbook participants	
9:00	16:00	7:00	Session 12 Starting at 9 a.m.: Conducted according to the session plan of the beginner training	JO,NH,GI
16:00	16:10	0:10	Break	
16:10	17:10	1:00	Session 13 Overall and Individual Review of trial training	JO,NH,GI
17:10	18:00	0:50	Session 14 Setting individual action plan as trainer 4-Day TOT Review TOT Completion Ceremony	JO,NH,GI,SM