

Sphere Training of Trainers (TOT) Draft Agenda

CAFOD, SCIAF, and Trócaire (CST) -Ethiopia
September 2-6, 2024; Liesak Hotel, Bishoftu, Ethiopia

		Sept 2	Sept 3	Sept 4	Sept 5	Sept 6
		Monday	Tuesday	Wednesday	Thursday	Friday
Block 1 8:30-10:00	15'	Welcoming Remark	Recap	Recap	Recap	Recap
	30'	Introduction and Icebreaker	Adult Learning Principles	Adults Learning Clinic	Participant Led Maxi Session (45 minutes)	Learning Reviews
	45'	Introduction to the Course		How to Become Effective Facilitator		Sphere Activity Cards
Break	20'	Break	Break	Break	Break	Break
Block 2 10:20-11:30	70'	Revisiting Sphere	Assessing Learning Needs	Introduction to Group Presentations and Tips	Participant Led Maxi Session (45 minutes)	Welcome to Sphere Training Community
Block 3 11:30-12:30	60'	Revisiting Sphere Foundation Chapters (Navigating STPs)	Designing a Learning Event	Training Checklist & Measuring Training Impact	Participant Led Maxi Session (45 minutes)	Individual Action Planning
Lunch Break	60'	Lunch	Lunch	Lunch	Lunch	Lunch
Block 4 13:30-15:00	75'	Revisiting Sphere Technical Chapters (Navigating STPs)	Introduction to Mini Sessions	Preparation for Maxi Sessions (45 minutes)	Participant Led Maxi Session (45 minutes)	CST Ethiopia Next Steps and Plans Discussion
	15'	Concluding Remark	5-minute Presentations			
Break	20'	Break	Break	Break	Break	Break
Block 5 15:20-16:50	60'	Giving & Receiving Feedback	5-minute Presentations	Preparation for Maxi Sessions (45 minutes)	Participant Led Maxi Session (45 minutes)	Wrap-up and ToT Evaluation
	30'	Reflection on Maxi PLS				
Daily Evaluation 16:50-17:00	10'	Daily Evaluation & Feedback	Daily Evaluation & Feedback	Daily Evaluation & Feedback	Daily Evaluation & Feedback	Certificates and Group Photo