

## Sphere TOT Workshop Agenda DPPI-SEE-Albania 13 June – 17 June 2022

	Day 1 Monday	Day 2 Tuesday	Day 3 Wednesday	Day 4 Thursday	Day 5 Friday
Block 1 8:30-10:00	Opening	Recap	Recap		
	Introduction to Sphere and the TOT	Adult Learning Principles	Adults learning clinic  Group formation for Maxi sessions	Participant led sessions (45 minutes)	Participant led sessions (45 minutes) X2
Break (30 min)	Break (30 min)	Break (30 min)	Break (30 min)	Break (30 min)	Break (30 min)
10:00 – 10:30	10:00 – 10:30	10:00 – 10:30	10:00 – 10:30	10:00 – 10:30	10:00 – 10:30
Block 2 10:30-11:30	Training evaluation and how to give Feedback	Assessing learning needs	Introduction to group presentations and tips	Participant led sessions (45 minutes)	Individual action planning
Block 3 11:30 – 12:30	Sphere content Foundational Chapters (Sphere STPs) Group Exercise	Designing a learning event	Training checklist & measuring training impact	Participant led sessions (45 minutes)	Sphere events and updates
Break (60min)	Break (60min)	Break (60min)	Break (60min)	Break (60min)	Break (60min)
12:30 – 13:30	12:30 – 13:30	12:30 – 13:30	12:30 – 13:30	12:30 – 13:30	12:30 - 13:30
Block 4 13:30-15:00	Sphere content Technical Chapters (Sphere STPs)	Introduction to Mini sessions	Preparation time for Participant led Maxi (45 minute) session	Participant led sessions (45 minutes)	DPPI next steps and plans discission



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	Group Exercise	5-minute presentations (Participants led session)		Participant led sessions (45 minutes)	Final evaluation
Break (15min) 15:00 – 15:15	Break (15min) 15:00 – 15:15	Break (15min) 15:00 – 15:15	Break (15min) 15:00 – 15:15	Break (15min) 15:00 – 15:15	Break (15min) 15:00 – 15:15
Block 5 15:15-16:15	Using Sphere in context	5-minute presentations (Participants led session)	Preparation time for Participant led Maxi (45 minute) session	Sphere activity cards	Networking & Wrap up  Certificates and group photo
16:15- 16:30	Daily evaluation and feedback	Daily evaluation and feedback	Daily evaluation and feedback	Daily evaluation and feedback	