|  |  |  |
| --- | --- | --- |
| **Session 1: Welcome and Introduction** | **1 hour 30 minutes** | |
| **Note:** This session is primarily attitude based. It frames the scope of the workshop, encourages active participation throughout, and elicits information and learning objectives from the participants to help you better facilitate the event. Each participant should have a copy of the Handbook at the beginning. The session combines two elements interwoven throughout its 90 minutes:  1. **PowerPoint presentation** – with trainer’s notes in the “Notes View”. Explain the key themes on the slides to the participants and encourage them to reflect on their own experiences and share their personal perspectives and viewpoints in discussions.  2. Quick **participant engagement and introduction exercises** to create a dialogue (instead of a lecture). These act as information collection activities and icebreakers, helping participants to personally interact with one another. |  | |
| **Learning objectives**  By the end of this training, the participants will be able to:   * Follow the basic norms and housekeeping guidelines for this event * Exchange information with your co-participants and facilitators * Explain what Sphere is in terms of “Learn, Act, and Connect” * Prepare well for each session | | |
| **Key messages**  These are key messages of the session that you should highlight in your presentation and underline at the conclusion of the session. The goal is that participants will be able to absorb and restate these key messages with colleagues throughout the training.   * Understanding the people you are working with is key in any humanitarian endeavour – including this workshop. * Workshop facilitators will help you meet your personal learning objectives as well as those pre-planned for each session. * Speak openly and share your positive and negative experiences. * Be open, inquisitive, and engaged in session activities. | | |
| **Concise session plan** | | **Timings** |
| 1. Introduction and learning objectives (slides 1–2) | | 5 min |
| 1. Workshop norms and housekeeping (3–5) | | 10 min |
| 1. Participant introductions and their learning objectives (6–11) | | 45 min |
| 1. Quick background and overview of Sphere with embedded video (12–24) | | 20 min |
| 1. Looking forward to the rest of the workshop and wrap-up (25–27) | | 10 min |

|  |
| --- |
| **Other files you will need**  The PowerPoint file for this session is **STP 1 Welcome and Introduction.pptx**  There is an optional introduction exercise that would require a printed handout for each participant if used. The file is **STP 1 Treasure Hunt Introduction Option.docx**  Consider printing a few copies of **your workshop agenda** – A2 or larger if possible – to attach to the walls near the doors and/or in the break area. Tick the sessions and days off as the workshop progresses. |
| **General norms for all Sphere training sessions**   * Apply the principles of adult learning by using an active learning approach in your session design and facilitation. See the **STP Facilitator’s Guide** for more such information and tips. * Remember that different sessions in this package have different content and therefore different approaches to training based on that content. Content has been simply classified as relating to **skills, knowledge, and attitude**. Most sessions include some aspect of each, in different ratios.   + **Skills**-based content results in the participant being able to do an activity or perform a skill. It is best taught by practice, hands-on application, and repetition.   + **Knowledge**-based training results in the participant knowing certain information. This can be measured by quizzes, discussion after the session, or the participant’s ability to explain the content to someone else.   + **Attitude**-based content is intended to change the way participants think about certain topics or the way they approach humanitarian work. This content is about encouraging, convincing, and eliciting buy-in from the group to the extent possible. * Communicate to participants core messages that they will be able to retain and apply **– not** everything you want to tell them. What they need to know to be able to successfully use Sphere in humanitarian response is always less than what you want to tell them and more than they can remember. * Use the learning objectives to guide you if you need to prioritise some elements of the session for the sake of time. * Always use the activities (e.g. case study, role play, plenary discussion, matching game, photo or video analysis) during the session. Participants will learn more by doing, and be much more interested, than if they are lectured at. * Decide how you will share the responsibilities if you have a co-trainer. * You are encouraged to use the session plans and activities from this package for your topic or to modify and develop your own – as long as the learning objectives are met. * Have a plan B (and C) to mitigate unexpected challenges (power failure, more or fewer participants than planned, last-minute room changes, etc.) * Although estimated timings are provided in the notes, consider your group’s size and discussion style, and do the required maths to determine feedback and debriefing time needed. Six groups of four people with each person speaking for 2 minutes = 48 minutes if everyone speaks! It would take 24 minutes if one representative speaks for each group for 4 minutes. * Close your session on-time with an activity wrap-up, summary, debrief, or challenge to action.   **Sphere Training Package surveys**  The Sphere Training Package is updated every few years. Your feedback is highly valuable during and between revisions for monitoring use, and for assessing the quality of the sessions and their suitability for different audiences.   * If you recently delivered training using one or more sessions from this training package, please complete this survey: <https://www.surveymonkey.com/r/STP2019facilitatorsENG> * If you recently finished working through this training package for private study, please complete this survey: <https://www.surveymonkey.com/r/STP2019studiersENG>   **Participant feedback**   * However long or short your training event, Sphere recommends asking your participants for feedback. If using a paper questionnaire, you may use your own form or adapt the one provided in the file **STP 20 Evaluation Form Template.docx**. If you have Wi-Fi at the training venue and everyone can access a phone or PC, you may prefer to use an online survey. Sphere has a central post-event participant survey which you can test here: <https://www.surveymonkey.com/r/spheretesten>. Contact [learning@spherestandards.org](mailto:learning@spherestandards.org) to request a unique way of collecting survey responses (SurveyMonkey calls this a “collector”) or tailored version for your event.   **Sharing a training report**   * If you have recently organised or facilitated a workshop, please send an event report to [learning@spherestandards.org](mailto:learning@spherestandards.org). This may be shared via Sphere digital platforms so please don’t include private or sensitive information. The file **Training event report template.docx** included in this package may be used as a template if your organisation doesn’t provide one. |
| **Tips for local modification**   1. **The PowerPoint presentation for this session cannot be used as is**; it must be edited for each workshop you run to represent certain logistical aspects of the event. This is notably true of slides 4 (Meals and breaks) and 25 (The rest of this workshop…) but may also apply elsewhere. 2. If you do not have access to power or equipment to present the PowerPoint slides, print the slides on A3 paper in advance and conduct the session as a live event. 3. If you cannot play the included video, skip it but review the video yourself to be able to make a quick summary of the key points raised. 4. If you are conducting only an afternoon or 1-day training event, shorten the introductory session to about 30 minutes. You may still want to use (or modify) the following slides from the accompanying PowerPoint file along with quick participant introductions to cover the basics in a quick way:  * Slide 3 – Norms and housekeeping * Slide 6 – Sphere and you * Slides 12 to 16 – Quick background and overview of Sphere |