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| **Session 12: Sphere and the Programme Cycle** | **1 hour 30 minutes** | |
| **Note:** This session is primarily knowledge based. Participants will learn the phases of the programme cycle and how different sections of the Sphere Handbook can support each. It is presumed that previous sessions have already been conducted covering the Sphere basics (STP 1–6 at a minimum) and the four technical chapters.  Each participant will need a copy of the Handbook from the beginning of the session. The session is comprised of two basic parts:  1. Quick **overview PowerPoint presentation** – with trainer’s notes in the “Notes View” to guide your presentation and help you facilitate discussion.  2. An **in-depth analytical exercise** requiring understanding and application of the complete Sphere Handbook across all five phases of the programme cycle. |  | |
| **Learning objectives**  By the end of this training, the participants will be able to:   * Describe the five phases of the programme cycle * Apply Sphere guidance to support humanitarian response at each phase of the cycle | | |
| **Key messages**  These are key messages of the session that you should highlight in your presentation and underline at the end of the session. The goal is that participants will be able to absorb and restate these key messages with colleagues throughout and after the training.   * The programme cycle is an important concept in which each phase must be done well to maintain the quality of the overall programme. * Sphere relates to, and provides guidance for, all phases of the programme cycle, however they are defined. | | |
| **Concise session plan** | | **Timings** |
| 1. Introduction and learning objectives (slides 1–2) | | 5 min |
| 1. Overview of the programme cycle (3–10) | | 10 min |
| 1. Programme cycle check-up exercise Part 1 (11–12) individual analysis exercise with handout | | 15 min |
| 1. Programme cycle check-up exercise Part 2 (13–14) exercise continues as a small-group activity | | 50 min |
| 1. Wrap-up and summary (15–17) | | 10 min |
| **Other files you will need**  The PowerPoint file for this session is **STP 12 Sphere and the Programme Cycle.pptx**  There is 1 WORD file for handouts that is also needed:   * **STP 12 Programme Cycle Check-up Exercise.docx** (print one for each participant and one for yourself) Divide the double-sided copies into sets of pages 1–4 (to hand out for the exercise) and pages 5–8 (to be kept until the exercise is finished as an answer sheet). | | |

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| **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. If you do not have access to power or equipment to present PowerPoint slides, print the slides on A3 paper in advance and conduct the session as a live event. As long as participants have access to the Sphere Handbook, the pre-printed exercise handouts, and materials for writing on a flip chart or other large paper, this session should work well in any setting and with any level of technology. |