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| **Session 14: Sphere and MEAL** | **1 hour 30 minutes** | |
| **Note:** This session is primarily knowledge based with basic information about monitoring, evaluation, accountability, and learning (MEAL) being presented in an interactive format with discussion. Participants are then tasked with carrying out independent research work to find and link Sphere guidance to the four aspects of the MEAL approach.  The session is also designed to reinforce or shift attitudes towards a greater appreciation of MEAL and illustrate ways in which participants can advocate for this emphasis in their own organisations.  The session includes:  1. **PowerPoint presentation** – with trainer’s notes in the “Notes View”, which explain the key themes on the slides, and provide instructions for activities and their debriefing.  2. **A small group research activity** to be conducted in a timed manner with four participant teams, each researching the Sphere Handbook for key support and guidance for each component of the MEAL approach. |  | |
| **Learning objectives**  By the end of this training, the participants will be able to:   * Describe and advocate for the MEAL approach * Find and use additional training materials and tools supporting MEAL * Link and use relevant sections of the Sphere Handbook in support of the MEAL approach | | |
| **Key messages**  There are four key messages of the session that you should highlight. The goal is that participants will be able to absorb and restate these key messages with colleagues after the training.   * The MEAL approach is an organisational methodology that builds on traditional monitoring and evaluation, by adding specific guidance for facilitating community input and feedback, and which leads to genuine institutional learning and change. * It depends on the establishment and monitoring of baseline data and agreement on performance standards. * It promotes transparent and shared evaluations leading to programme improvement and organisational learning. * Sphere can help in this. | | |
| **Concise session plan** (this is a moderately-paced session with time allocated for reflection and participant-led discussion) | | **Timings** |
| 1. **Introduction and learning objectives** (slides 1–3) | | 5 mins |
| 1. **MEAL overview –** presentation with facilitated discussion(4–15) | | 25 mins |
| 1. **Small group research exercise –** groups find and cite Sphere references for each aspect of MEAL (16–19) | | 45 mins |
| 1. **Organisational challenge, additional resources, and wrap-up** (20–25) | | 15 mins |

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| **Other files you will need**  To make your session logistics easier, print the handouts for this session and prepare these for distribution and your own review ahead of time. The optional handout for this session is file **STP 14 Sphere and MEAL references.docx.** If you decide to distribute this (it is an example answer sheet for the small-group research exercise) you will need one copy for each participant and one for yourself. |
| **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. 2. This session is very workable without the prepared PowerPoint presentation. The small-group research activity supports the bulk of the session and the key points from the slides can be shared by using printed A3 copies, or by use of the flip chart, and your own presentation. 3. This session would also benefit from an open facilitated discussion of case examples brought forward by the participants themselves and can be applied as a case to be investigated in the “Field School” training format. For more on this approach please see **STP 11 TN Using Sphere in Practice.docx** for a full description of organising and arranging a Sphere “Field School” trip. |