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| **Session 18: Sphere and the Humanitarian Standards Partnership (HSP)** | **1 hour 30 minutes** | |
| **Note:** This session is primarily knowledge based. Participants will learn the general content of the six complementary standards and be able to navigate them to find needed information.  The session is comprised of three 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. Downloading and using the **HSP app** as a handy mobile reference.   3. A quick **practice exercise** to engage participants in reviewing the content of the six complementary standards in a “game show” format. |  | |
| **Learning objectives**  By the end of this training, the participants will be able to:   * Describe the general guidance provided, structure, and application of the seven partner standards * Use the Humanitarian Standards Partnership app to quickly navigate the complementary standards | | |
| **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 absorb and be able to restate these key messages with colleagues throughout and after the training.   * The partner standards are all organised similarly to the Sphere Handbook with Standards, Actions, Indicators and Guidance Notes (in most cases) * They are useful within their defined scope and can be easily used together with Sphere without any contradiction * The app is a handy way to take this reference material with you to the field or anywhere you may need to refer to Sphere and the partner standards. | | |
| **Concise session plan** | | **Timings** |
| 1. Introduction and learning objectives (slides 1–4) with short embedded video | | 5 min |
| 1. The HSP app and downloading instructions (5–7) | | 10 min |
| 1. Quick orientation/overview of each standard (8–13) | | 15 min |
| 1. Humanitarian Standards Game Show (14–54): game show mode (interlinked slides support the exercise and are not shown as a presentation) | | 50 min |
| 1. Wrap-up and summary (55–58) | | 10 min |
| **Other files or preparations you will need**  The PowerPoint file for this session is **STP 18 Sphere and the Humanitarian Standards Partnership (HSP).pptx**  You may print and distribute the HSP app flyer to participants: **STP 2 HSPapp-A5-flyer-EN.pdf.**  **Preparations –** This session depends on the participants using the downloaded HSP app and a downloaded PDF for the Humanitarian Inclusion Standards for Older People and People with Disabilities – available at: [www.cbm.org/news/news/news-2018/humanitarian-inclusion-standards](https://www.cbm.org/news/news/news-2018/humanitarian-inclusion-standards). (As of February 2019, this handbook had not been added to the HSP app, but it may have been by now.)  If you are in a location where bandwidth is limited or the Internet signal is weak or intermittent, suggest that participants download the app and begin exploring it a day or two before this session. Reminders can be made at the end of the day before, first thing in the morning, and over the break just before this session.  **Running the game show exercise** – The game show slides are all interlinked and are activated by the controls available on the screen. You should review this mechanism and work through the questions and answers for all categories yourself to be comfortable with the dynamics of the game before running the session. Look for and practise the following controls:   * Click on the categories to reveal the questions. * Click on the “timer” at the bottom of the screen to start a quick countdown or about 5 seconds remaining. * Click on “go to response” on the question slides. * Click on “home” to go back to the overall gameboard. * Close the file and re-open it to clear the “blue used questions” and return to the yellow “unused” questions.   **Note: You can modify the wording on the questions and answers but moving any slides or manipulating the overall structure will disrupt the interlinked actions**.  **If you are using this presentation to support training on one of the partner standards other than Sphere** you can modify the quiz section by changing one of the six partner standard categories to “Sphere” and then replacing the three questions and answers for that category with Sphere-related quiz questions. Three questions that can be used for this replacement are shown below:  **$100 level**   * Question: The three rights highlighted in the Humanitarian Charter are the right to life with dignity, the right to receive humanitarian assistance and…? * Answer: The right to protection and security   **$300 level**   * Question: Which Protection Principle relates to physical and psychological effects of threatened or actual violence? * Answer: Protection Principle 3   **$500 level**   * Question: What are the three types of key indicators in Sphere? * Answer: Process, progress, and target | | |

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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 A4 paper in advance and conduct the session as a live event. 2. The game show activity can also be done by printing slides on A4 paper and arranging on the wall in the same pattern as shown on the screen on slide 14. Place the answer sheets behind the question sheets, and simply take the question sheet down to reveal the answer. 3. If there is no possibility to download and or use the HSP app, try to acquire at least two hard copies of each handbook. You will have to print the *Minimum Standard for Market Analysis* yourself. *Livestock Emergency Guidelines and Standards*, *Minimum Economic Recovery Standards*, and the *Sphere Handbook* can be ordered from Practical Action Publishing ([https://developmentbookshop.com](https://developmentbookshop.com/)) in several languages. *Minimum Standards for Education, Humanitarian inclusion standards for older people and people with disabilities,* and *Minimum Standards for Child Protection in Humanitarian Action* handbooks are not for sale but the providers may send you free copies on request. Alternatively, PDFs are available from the Sphere website (<https://www.spherestandards.org/humanitarian-standards/standards-partnership/>). |