Objective: To familiarise participants with the Sphere Handbook, its principles and standards, and how to apply them in humanitarian response.

By the end of this workshop, participants will:

* be familiar with the structure of the Sphere handbook, and how to use it in humanitarian responses
* know where to look if they have any questions about how the services they are providing can be improved/measured
* be able to demonstrate how listening to people and adjusting programming helps displaced persons in regaining dignity, well-being, and influence over their lives
* apply minimum standards and guidelines to specific challenges encountered in their daily work.

Note for facilitators: This facilitation guide was used to introduce Sphere to volunteers and staff from a humanitarian organisation in Poland in December 2022. Please feel free to adapt it to your own context.

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| **Minute** | **End** | **Activity** | **Description** | **Resources** |
| 10m | 0h10 | **Welcome and introduce the facilitators** | Facilitators introduce themselves.  Run through the Agenda.  Indicate the Parking Lot Flipchart for any questions that we will park and answer later in the training.  Create a ‘Ground rules’ flipchart together (no phones etc.) | Powerpoint/Flipchart |
| 20m | 0h30 | **Warm-up activity** | **“What has been most important to you in the last year?”**  Ask participants to sit next to someone they don’t know so well. Each person has 7 minutes to talk about what has been most important to them.  The other person should not speak, but practise active listening.  Swap after 7 minutes.  Debrief: How did it feel to share that with your partner?  We start with this exercise, focussing on each other **as people first,** as Sphere is all about a **people-centred approach** to humanitarian response. | Powerpoint/Flipchart |
| 20m | 0h50 | **Sphere and you** | **“How close are you to those in need?”**  **“How close are you to Sphere?”**  Place an item in the middle of the room to indicate people in need.  Ask people to place themselves in the room according to how close they are to people in need in their daily work.  Replace the item with a Sphere Handbook  Ask people to place themselves again according to how close they are to Sphere.  Debrief: Why did you stand where you stood?  Today’s training session aims for everyone to move closes to people in need, and become more familiar with the Sphere Handbook. | Object to place in middle of room.  Sphere handbook to place in middle of room.  Powerpoint and Sphere video. |
| 10m | 1h | **Break** |  |  |
| 45m | 1h45 | **Deep dive into the Sphere Handbook** | **Group work debriefed by discussion**  Split the participants into groups of 5-7 people. Try to mix up staff and volunteers.  Your team has been asked to work on a new transit camp for refugees. You are asked for advice on the following issues:   1. **Organising the living space in the shelter** 2. **Providing household items for people** 3. **Making sure that mental health needs of staff and residents are being looked after** 4. **Promoting good hygiene practices in the shelter** 5. **Protecting the shelter’s most vulnerable residents** 6. **Ensuring residents can participate in decisions that affect them and give feedback**   Find 10 references in the Sphere Handbook that will help you find the answers.  List the references on your whiteboard, including which section of the Sphere Handbook you found them in.  5 minutes to explain, 20 minutes to find, 20 minutes to debrief.  Debrief what each group found. What did you find most useful? Was there anything missing? Show how their answers came from all different parts of the Sphere Handbook. No one chapter exists in isolation. | **Access via handbook, app and interactive handbook.** |
| 10m | 1h55 | **The structure of the Sphere Handbook** |  | PowerPoint/Flipchart |
| 10m | 2h05 | **Break** |  |  |
| 20m | 2h25 | **Looking at one standard in detail: Discussion** | Split into two groups for the next exercise. Facilitator 1 covers Water Standard with one group while Facilitator 2 assesses site toilets with other. Then swap groups. Then debrief.  **Water Supply Standard 2.1**  **Access and water quality**  **People have equitable and affordable access to a sufficient quantity of safe water to meet their drinking and domestic needs**  Ask everyone to read the Standard, then discuss the following questions in their group.  Does this standard make sense in the Polish context? How useful are the actions? What about for example in Haiti after a hurricane? Is it okay to adapt the indicators to different contexts?  Group debrief: importance of contextualisation and consultation with stakeholders, all sectors are inter-related, Sphere standards are designed for global use. The standards are universal, but the indicators must be contextualised. | PowerPoint/Flipchart |
| 20m | 2h45 | **Looking at one standard in detail: Practical exercise** | **Excreta Management Standard 3.2**  **Access to and use of toilets**  **People have adequate, appropriate and acceptable toilets to allow rapid, safe and secure access at all time.**  Brainstorm the key issues with regard to toilet provision.  Read the Minimum Standard, Actions, Indicators, Guidance Notes.  Now go and assess the training room toilets.  Do they meet the standard? Are the indicators in the handbook appropriate? Are there any indicators you would like to add/adapt? How will you know whether you have met your indicators? | PowerPoint and sheets  **OPTION: If there is an accessible toilet, do a full assessment from an accessibility point of view:hhot.cbm.org/en (this could be instead of looking at Water Standard 2.1)** |
| 5min | 2h55 | **Structure of standards** | **Debrief exercises.**  What did you learn? What did you find that was useful in the Handbook? |  |
| 5 min | 3h00 | **Short break** |  |  |
| 30min | 3h30 | **Importance of adapting indicators** | **Facilitated discussion/group work**  Use the Sphere Standards v. Targets cartoons to demonstrate that standards are universal, but indicators must be contextualised.  Discuss rights, needs and capacities. | PowerPoint and Cartoons |
| 30 min | 4h00 | **Sphere Quiz** | **Quiz to help participants get to know Sphere better as an organisation/movement (not just a handbook)**  Sphere badges as prize. Give all badges to the winner (who will no doubt share with whole room we hope!) | Quiz sheet and answers. |
| 15min | 4h30 | **Q and A, Evaluation** | Distribute Bunny postcards: Write down one thing that you will do, or do differently as a result of this morning’s event. |  |