

The 2018 Sphere Training Package

Complete Five-Day Agenda

Day 1: Introduction to the Sphere Handbook		
Time	Session	Objectives
8:30–10:00	STP 1: Welcome and Introduction	<ul style="list-style-type: none"> 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
10:00–10:30	Coffee break	
10:30–12:00	STP 2: What is Sphere – the Handbook	<ul style="list-style-type: none"> Concisely explain Sphere’s core philosophy Navigate the Sphere Handbook structure and components as an informed user Advocate for using all of the Sphere Handbook in guiding humanitarian action Use the Code of Conduct to guide humanitarian response: handbook.spherestandards.org
12:00–13:00	Lunch	
13:00–14:30	STP 3: What is Sphere – Standards in Context	<ul style="list-style-type: none"> Relate the Sphere Handbook to different response contexts Explain the use of the Handbook at different stages of the programme cycle Describe the vulnerabilities and capacities of people in need of assistance Explain the importance of markets and cash-based assistance in response
14:30–15:00	Coffee break	
15:00–16:30	STP 4: The Humanitarian Charter	<ul style="list-style-type: none"> Explain how the 12 elements of the Humanitarian Charter affect humanitarian response programming Use and advocate for the Humanitarian Charter as a guide to better programming and response

Day 2: Humanitarian Principles, WASH, Food and Nutrition		
Time	Session	Objectives
8:30–10:00	STP 5: Protection Principles	<ul style="list-style-type: none"> State the four protection principles in your own words Give clear examples of how these principles are put into practice throughout the humanitarian programme cycle Explain the need for, and be able to refer to, the Professional Standards for Protection Work
10:00–10:30	Coffee break	
10:30–12:00	STP 6: Core Humanitarian Standard	<ul style="list-style-type: none"> Locate and apply the nine Commitments of the Core Humanitarian Standard (CHS) to your own work Identify challenges to humanitarians in meeting the commitments of the CHS and propose ways to overcome them
12:00–13:00	Lunch	

13:00–14:30	STP 7: WASH	<ul style="list-style-type: none"> • Explain the primary objective and three essential concepts behind WASH programming • Identify the main transmission pathways of infectious pathogens and barriers to break the chains of transmission • Use some of the technical numerical indicators with enhanced confidence and understanding • Relate the quantitative technical aspects of Sphere to its foundational rights-based aspects
14:30-15:00	Coffee break	
15:00–16:30	STP 8: Food Security and Nutrition	<ul style="list-style-type: none"> • Explain the links between the food and nutrition sector and other response sectors • Visualise and describe one of the most commonly cited indicators –the minimum daily food energy requirement • Use common food and nutrition terms and acronyms correctly when reading assessment reports or contributing to multi-sectoral discussions • Choose between food response strategies based on contextual factors

Day 3: Shelter, Health and Using Sphere in your work		
Time	Session	Objectives
8:30–10:00	STP 9: Shelter and Settlement	<ul style="list-style-type: none"> • Apply Sphere guidance to improve shelter assistance for immediate emergency programming and for the longer term • Visualise some commonly cited Sphere shelter indicators and describe them in “human terms” rather than simply as numbers • Identify strengths and challenges of different shelter programming options in different contexts
10:00–10:30	Coffee break	
10:30–12:00	STP 10: Health	<ul style="list-style-type: none"> • Explain the general focus and goals of a humanitarian health response programme • Outline the scope of the Sphere standards for health • Calculate the crude mortality rate and explain its role as an overall indicator • Apply the Health Assessment Checklist as a generalist to highlight possible gaps in assessment data for an example health response
12:00–13:00	Lunch	
13:00–14:30	STP 11: Using Sphere in Practice	<ul style="list-style-type: none"> • Use the Sphere Handbook to find appropriate guidance for practical issues in difficult field situations • Distinguish between the field application of the Sphere standards, and the indicators that can be used to assess them • Identify some of the typical obstacles in meeting Sphere standards and indicators, and describe strategies for dealing with them
14:30-15:00	Coffee break	
15:00–16:30	STP 12: Sphere and the Programme Cycle	<ul style="list-style-type: none"> • Describe the five phases of the programme cycle • Apply Sphere guidance to support humanitarian response at each phase of the cycle

Day 4: Application of Sphere in the improvement of your work		
Time	Session	Objectives
8:30–10:00	STP 13: Sphere, Assessment and Analysis	<ul style="list-style-type: none"> • Explain the importance and focus of assessment at different phases in a crisis • Cite Sphere guidance for assessments in each phase • Convert appropriate Sphere indicators into useful humanitarian assessment questions • Contribute to the design of multi-sector assessments
10:00–10:30	Coffee break	

10:30–12:00	STP 14: Sphere and MEAL	<ul style="list-style-type: none"> • Describe and advocate for the monitoring, evaluation, accountability, and learning (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
12:00–13:00	Lunch	
13:00–14:30	STP 15: Sphere and Protection from Sexual Exploitation and Abuse (PSEA)	<ul style="list-style-type: none"> • Define sexual exploitation and abuse (SEA), and actively advocate against it • Distinguish between sexual harassment and abuse (SHA), SEA, and gender-based violence GBV/sexual GBV (SGBV), stating how they are interrelated but require different strategies for protection and response • Refer others to sections in the Sphere Handbook that provide guidance on PSEA.
14:30–15:00	Coffee break	
15:00–16:30	STP 16: Sphere and Coordination	<ul style="list-style-type: none"> • Describe the two main emergency coordination structures in place globally for international humanitarian crises • Explain the role and expected norms of coordination activities and arrangements according to Sphere guidance

Day 5: Beyond Sphere, Evaluation and Wrap-up		
Time	Session	Objectives
8:30–10:00	STP 17: Sphere, Cash and Markets	<ul style="list-style-type: none"> • Concisely explain the philosophy of decision-making for cash-based assistance (CBA) vs. in-kind assistance • Navigate the assessment process required to successfully design a CBA programme • Advocate for using CBA programmes where feasible and appropriate
10:00–10:30	Coffee break	
10:30–12:00	STP 18: Sphere and the Humanitarian Standards Partnership	<ul style="list-style-type: none"> • 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
12:00–13:00	Lunch	
13:00–14:30	STP 19: Advocacy – Realising the Full Potential of Sphere	<ul style="list-style-type: none"> • Advocate for people’s rights using the Sphere Handbook and approach • Advocate for the broader use of Sphere among humanitarian actors, including your own organisation
14:30–15:00	Coffee break	
15:00–16:30	STP 20: Evaluation and Wrap-Up	<ul style="list-style-type: none"> • Explain the benefits of, and better advocate for, using Sphere • Describe, find and use tools to help you continue your learning and development in humanitarian life • Review, reflect on, and evaluate this workshop event and what you learned