

Using Sphere Standards in Urban Contexts

ORIENTATION TO THE TRAINING PACKAGE & CHECKLIST

Welcome to **Using Sphere Standards in Urban Contexts** Training Package!

The following document will tell you everything you need to know to navigate and deliver the full three module training, as well as provide you with a checklist to prepare to deliver the training.

The Training Package includes the following:

Document Descriptions	1
1. Course Outline	1
2. How to Use The Participants Guide	2
3. Instructor Guides (Modules 0-3)	2
4. Course Slides (Modules 0-3)	3
5. Participant Guide	3
6. Assessment Folder	4
7. Supporting Documents (General)	4
Training Preparation Checklist	4

Document Descriptions

1. Course Outline

Purpose: The Course Outline provides a syllabus for the course that can be distributed or reviewed to give a high-level overview of the purpose of the course, what it tries to achieve, who should attend, the instructional foundations, and what is covered.

Document Contents:

- Course Structure (general and detailed)
- Learning Goal
- Primary and Secondary Audience
- Learning Objectives

- Instructional Principles

2. How to Use The Participants Guide

Purpose: It provides guidance on how to use participant guide materials and stay engaged in the learning environment.

Document Contents:

- Course structure
- Description of activities and group dynamics
- Additional notes for participants

3. Instructor Guides (Modules 0-3)

Purpose: The Instructor Guides are designed to provide a quick reference to all information needed to deliver each section, subsection, individual slides, and activities of the training.

Document Contents:

- Table of Contents
- Sections & Subsections Headers
 - Instructional Objectives
 - Learning Objectives for the Module
 - Anticipated Lecture and Activity Timing
- Subsection Content
 - An overview of topics to be covered
 - A thumbnail of each slide
 - Talking Points for each slide (content to explain to participants)
 - Instructor Notes for each slide (information to support the trainer to deliver the content)
 - Activities and Discussions that are required or optional (optional activities and discussion topics are provided in the activity column alongside the corresponding slide content; required activities are provided as content within the guide, with detailed instructions and slide thumbnails)
 - Case Study content to be integrated in lecture and to contextualise discussion (Current Case Study: War in Ukraine)
- Additional Reading list for trainers and participants

Related Documents:

- Module 0-3 Slides - There are four modules (Module 0 - Module 3) and a presentation file for each module

Additional Notes on this Document:

- Training can be delivered in *Lecture-Only Mode* (1.5 hours per module) or *Interactivity Mode* (3 hours per module). To deliver *Lecture-Only Mode*, omit the activity column, activities, and (if needed) the Case Study column.
- Training can also be delivered as *Stand-Alone Modules*. If Module 2 is delivered stand-alone, Appendix B provides content to substitute at the beginning of the module.

4. Course Slides (Modules 0-3)

Purpose: Slides present all content covered in the Instructor Guide, with visual slides, Talking Points, Instructor Notes, and activities.

Document Contents:

- Pre- and Post-assessment slides with a link to the Google survey form
- Training content
- Talking Points and Instructor Notes
- Required activities
- Notes for optional activities
- Notes for additional readings
- Links to Instructor Guide for relevant Case Study content

Related Documents: Instructor Guides (Modules 0-3)

Additional Notes on this Document:

- Note that Case Study content is not included in the Talking Points in the slide presentations. For Case Study content, refer to the Case Study column in the corresponding section of the Instructor Guide. Case Study content has not been included directly in the slide presentations to minimise the length of content included in the Talking Points.

5. Participant Guide

Purpose: This Google Slides template is provided for instructors to create copies and distribute to each group. Group members will use this document as a virtual whiteboard and brainstorming space, to take notes, to synthesise ideas for reporting to plenary debrief, and to collaborate on activities.

Document Contents:

- All activities where participants will collaborate in breakout rooms
- Thumbnails of activity slides with instructions for the activities
- Background Case Study material
- A section for participants to take notes and brainstorm
- A section for participants to synthesise their discussion in preparation for plenary debrief

6. Assessment Folder

Purpose: The files within this folder are to be used to help the instructor assess the training.

Folder Contents:

- Pre-assessment survey for participants
- Post-assessment survey for participants

Related Documents:

- Module 0 slide - contains the link for the pre-assessment
- Modules 1-3 3 slides - contains the link for the post-assessment (skipped to be enabled at the end of the document)

7. Supporting Documents (General)

Purpose: The folder provides materials for the instructor to support the delivery of the training and/or to provide to participants to support their learning.

Folder Contents:

- Foundational documents for the training
- Handouts
- Sphere training course
- Files for activities that require additional documents

Related Documents:

- Instructor Guides will indicate when to use each of these folders

Training Preparation Checklist

Before delivering the training, complete the following:

- Familiarise yourself with the Instructor Guides and Slides for each module
- In Module 0, update the Training Schedule slide with the times of the training
- Prepare copies of the Participant Guide for each group (Google Slides)

- Unskip/unhide the post-training survey slides for the last module in the training