**Workshop: Introduction to the Sphere Handbook, Haiti, 14 April 2022, 3pm**

**Objective: Introduce participants to the fundamentals of the Sphere Handbook and how to use it to improve quality and accountability towards affected peoples**

**Trainers: Axel Schmidt (AS) and Felicity Fallon (FF)**

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| **Segment** | **Time- mins** | **Trainer** | **Objective for participants** | **Tools** |
| **Objectives, Introductions and Icebreaker**   | 20 mins | AS | To get to know one another and why we are here (drawing of animals)Objectives: Introduction to Sphere and how to use the handbook | Pen and paper |
| **Can you define key terms that are central to Sphere?** | 20 mins | AS  | To define quality, accountability, people-centred, dignityFF to split participants into 4 groups. Each group writes on sticky notes what each word means to them.Debrief that these terms are central to Sphere’s philosophy, that Sphere started after the Rwandan refugee crisis to deliver accountable, people-centred humanitarian aid to enable people to live with dignity. | <https://jamboard.google.com/d/1SBcsGhZoXrkJ-jp3jIdDj5QgfoY3cNhhKHx3l4j9dkk/edit?usp=sharing> |
| **What is Sphere?** | 20 | FF | To understand how Sphere works as a global community of humanitarian practionersFF does quiz and debriefs answersAS keeps scores and decides who is the winnerStart and finish with jamboard – What is Sphere? Hopefully participants can fill in more detail after quiz than before. | <https://jamboard.google.com/d/1TfoePR56SZqtFEoW16CPc9AdZeS1i1QJMzHOGqLF6rw/edit?usp=sharing> |
| **What is the Sphere Handbook?** | 20 | FF | To share participants’ experience of using the Sphere Handbook, To understand different ways to access itFF asks participants who has used the handbook and howFF shows participants different ways to access the handbookFF checks everyone can access the handbook - in English, Creole, or French. | Same jamboard as above |
| **BREAK – 15 mins to make sure they can access handbook** |
| **What is important to you in work right now (how can Sphere help you with that?)** | 20 | FF | FF to ask what is important in people’s work at the moment. What problems are they facing? What challenges?Make a jamboard of their problems, then get them looking for answers in the handbook = either by using the search function of the interactive handbook, or looking through the pdf to find solutions?Acknowledge that the handbook is long and complicated, so lets focus on in one thing that we all know about to see what the handbook says....Move on to Axel’s section on water filters. | <https://jamboard.google.com/d/1I-KvITriRyvJ0Suu_2WFrLXyvkLgzgQbfP8ucZqpEs0/edit?usp=sharing> |
| **Water filters** | 45 | AS | ?Look at the water standard in detail?Paste a copy of the relevant water standard in creole and in English on to jamboard? You can find the creole hand book here axel: <https://spherestandards.org/handbook/editions/>AS to make sure they understand there are 4 technical chapters | ? |
| **Break 15 mins** |
| **What is the difference between a standard and a target?** | 20 | FF | FF to do Standards v. Targets exercise (trying to copy Mbiri who did it so well!) | <https://jamboard.google.com/d/1R2xLf2jHXb-7XUYacrEn5DNxSTIG2QYGbWS8OJk9ut8/edit?usp=sharing> |
| **What have we learnt today?** | 20 | FF | What did you learn/like/what could be improved about today’s training (if time and seems appropriate, FF mention HSP) | <https://jamboard.google.com/d/18F8Jd7KNkXjx084zVyo94xVeRddGiUhrY9dvDvxCH2g/edit?usp=sharing> |
| **Evaluation** | 10 | AS | Wrap up and survey | Axel post survey in chat |