**Emergency Response & Recovery for Managers**

**Training Agenda**

**Main Topics:**

1. Sphere
2. Needs Assessments
3. Analysis of Assessment Information
4. Use of Assessment Information

**Objectives:**

1. Strengthen knowledge of Sphere & know how to use Sphere for decisions
2. Improve capacity to design, implement and lead quality emergency needs assessments
3. Participants are able to analyze assessment information to start the development of an emergency response strategy
4. Improve understanding of tools to use and steps to take at the start of an emergency response

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| **Day 1 Simulation/Sphere** | |
| **Time** | **Session** |
| 9:00 | Introduction & Overview   * Formally open the workshop * Ensure all participants understand the objectives * Get to know one another |
| 9:30 | Emergency Simulation   * Increase understanding of key decisions that need to be made early in a response * Increase understanding of what needs to be done and who can do it |
| **10:45** | **Tea Break** |
| 11:00 | Emergency Simulation (continued)   * Increase understanding of key decisions that need to be made early in a response * Increase understanding of what needs to be done and who can do it |
| **1:00** | **Lunch** |
| 2:00 | Intro to Sphere 2011   * To become familiar with the Sphere project, the humanitarian charter and the handbook. |
| 2:45 | Sphere Technical Standards, Actions, Indicators, Guidance Notes   * Strengthen understanding of differences between a minimum standard, action, indicator and guidance notes |
| **3:45** | **Tea break** |
| 4:00 | Sphere Core Standards   * Become familiar with the Sphere core standards and know how to apply them |
| 5:00 | Review of Day/Preview of Next  Day 1 Evaluation |

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| **Day 2 Sphere/Accountability/Needs Assessment** | |
| **Time** | **Session** |
| 9:00 | Welcome, review of previous day and intro for the day |
| 9:15 | Sphere Technical Standards, Actions, Indicators, Guidance Notes: Applying to Scenarios   * Applying standards, actions, indicators and guidance notes to scenarios exercise |
| 10:15 | How Accountable are we really   * Review our practice of involving beneficiaries and identify opportunities for increasing participation |
| **11:15** | **Tea break** |
| 11:30 | Emergency Assessment Planning   * Review approaches to assessment planning |
| **1:00** | **Lunch** |
| 2:00 | Who To Talk To: Stakeholder Analysis   * Identify stakeholders in a disaster situation and identify who should take part in the assessment |
| 3:00 | What Information to Collect: Emergency Assessment Tools   * Design appropriate tools for emergency assessments |
| **3:45** | **Tea break** |
| 4:00 | What Information to Collect: Emergency Assessment Tools (continued)   * Design appropriate tools for emergency assessments |
| 5:00 | Review of Day/Preview of Next  Day 2 Evaluation |

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| **Day 3 Analysis** | |
| **Time** | **Session** |
| 9:00 | Welcome, review of previous day and intro for the day |
| 9:15 | Targeting   * Review targeting strategies * Targeting exercise |
| **10:45** | **Tea break** |
| 11:00 | Introduction to Need Assessment Analysis and Tools   * Understand the importance of a good analysis of the information collected in the assessment * Reflect on various tools that they can use to analyze assessment information. * Develop problem analysis skills. |
| **1:00** | **Lunch** |
| 2:00 | Introduction to Need Assessment Analysis and Tools (continued)   * Understand the importance of a good analysis of the information collected in the assessment * Reflect on various tools that they can use to analyze assessment information. * Develop problem analysis skills. |
| 3:00 | Gap Analysis and Capacity Analysis   * To practice using a gap analysis and capacity analysis to decide which problems to address |
| **3:45** | **Tea break** |
| 4:00 | Gap Analysis and Capacity Analysis (continued)   * To practice using a gap analysis and capacity analysis to decide which problems to address |
| 5:00 | Review of Day/Preview of Next  Day 3 Evaluation |

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| **Day 4 Use of Assessment Information** | |
| **Time** | **Session** |
| 9:00 | Welcome, review of previous day and intro for the day |
| 9:15 | Situation Reports   * Understand how good assessments inform timely communication and decision-making |
| **10:45** | **Tea Break** |
| 11:00 | Deciding What to Address   * Practice defining strategic objectives & identifying components of program strategy |
| 12:30 | Emergency Proposals   * Understand what is needed for emergency proposals and useful information to keep in mind |
| **1:00** | **Lunch** |
| 2:00 | Emergency Proposals (continued)   * Understand what is needed for emergency proposals and useful information to keep in mind |
| 3:00 | Action Planning   * Individual capacity building plans going forward |
| **3:45** | **Tea break** |
| 4:00 | Close workshop   * Workshop summary * Evaluation * Photo & Certificates |