**Emergency Response Project Design**

**Training Agenda**

**Main Topics:**

1. Analysis of Assessment Information
2. Strategy Selection
3. Emergency Proposal Development

**Objectives:**

1. Participants are able to analyze assessment information to start the development of an emergency response strategy
2. Participants are able to use appropriate tools and take appropriate steps to efficiently develop an appropriate response strategy
3. Participants are able to develop emergency proposal in structured and logical way

|  |  |
| --- | --- |
| **Day 1** | |
| **Time** | **Session** |
| 9:00 | Introduction & Overview   * Formally open the workshop * Ensure all participants understand the objectives * Get to know one another |
| 9:30 | Sphere Refresher   * Refresh Participants knowledge of Sphere |
| **10:15** | **Tea Break** |
| 10:30 | Introduction to Project Design   * Refresh participants practice on emergency response assessment planning |
| 12:00 | Linking Assessment Stages to Intervention Phases   * Participants understand different stages of intervention phase, related to the emergency response iterative process |
| **1:00** | **Lunch** |
| 2:00 | 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. |
| **3:30** | **Tea break** |
| 3:45 | 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. |
| 5:00 | Review of Day/Preview of Next  Day 1 Evaluation |

|  |  |
| --- | --- |
| **Day 2** | |
| **Time** | **Session** |
| 9:00 | Welcome, review of previous day and intro for the day |
| 9:15 | Gap Analysis and Capacity Analysis   * To practice using a gap analysis and capacity analysis to decide which problems to address |
| **11:15** | **Tea break** |
| 11:30 | Deciding What to Address   * Practice defining strategic objectives & identifying components of program strategy |
| **1:00** | **Lunch** |
| 2:00 | Strategy Selection   * Introduce various interventions that can be used to respond to an emergency * Understand how response strategies can change based on changing situation * Participants are able to use Sphere to develop appropriate intervention |
| **3:30** | **Tea break** |
| 3:45 | Strategy Selection (continued)   * Introduce various interventions that can be used to respond to an emergency * Understand how response strategies can change based on changing situation * Participants are able to use Sphere to develop appropriate intervention |
| 5:00 | Review of Day/Preview of Next  Day 2 Evaluation |

|  |  |
| --- | --- |
| **Day 3** | |
| **Time** | **Session** |
| 9:00 | Welcome, review of previous day and intro for the day |
| 9:15 | Strategy Selection (continued)   * Introduce various interventions that can be used to respond to an emergency * Understand how response strategies can change based on changing situation * Participants are able to use Sphere to develop appropriate intervention |
| **10:45** | **Tea break** |
| 11:00 | Strategy Selection (continued)   * Introduce various interventions that can be used to respond to an emergency * Understand how response strategies can change based on changing situation * Participants are able to use Sphere to develop appropriate intervention |
| **1:00** | **Lunch** |
| 2:00 | Strategy Review   * Review and revise strategies to comply with Sphere |
| **4:00** | **Tea break** |
| 4:15 | Situation Reports   * Review of guidance on situation reports |
| 5:00 | Review of Day/Preview of Next  Day 3 Evaluation |

|  |  |
| --- | --- |
| **Day 4** | |
| **Time** | **Session** |
| 9:00 | Welcome, review of previous day and intro for the day |
| 9:15 | Funding Options/Mechanisms   * Increased understanding of various funding options available and the best way to decide which ones to pursue and how |
| **10:45** | **Tea Break** |
| 11:00 | Emergency Proposal Development   * Participants are able to develop emergency proposal in structured and logical way * Participants are able to review emergency proposals |
| **1:00** | **Lunch** |
| 2:00 | Emergency Proposal Development (continued)   * Participants are able to develop emergency proposal in structured and logical way * Participants are able to review emergency proposals |
| **3:45** | **Tea break** |
| 4:00 | Close workshop   * Workshop summary * Action Planning * Evaluation * Photo & Certificates |