



**Sphere TOT Workshop Agenda**  
**DPPI-SEE-Albania 13 June – 17 June 2022**

	Day 1 Monday	Day 2 Tuesday	Day 3 Wednesday	Day 4 Thursday	Day 5 Friday
<b>Block 1</b> <b>8:30-10:00</b>	Opening  Introduction  Introduction to Sphere and the TOT	Recap  Adult Learning Principles	Recap  Adults learning clinic  Group formation for Maxi sessions	Participant led sessions (45 minutes)	Participant led sessions (45 minutes) X2
<b>Break (30 min)</b> <b>10:00 – 10:30</b>	Break (30 min) 10:00 – 10:30	Break (30 min) 10:00 – 10:30	Break (30 min) 10:00 – 10:30	Break (30 min) 10:00 – 10:30	Break (30 min) 10:00 – 10:30
<b>Block 2</b> <b>10:30-11:30</b>	Training evaluation and how to give Feedback	Assessing learning needs	Introduction to group presentations and tips	Participant led sessions (45 minutes)	Individual action planning
<b>Block 3</b> <b>11:30 – 12:30</b>	Sphere content Foundational Chapters (Sphere STPs) Group Exercise	Designing a learning event	Training checklist & measuring training impact	Participant led sessions (45 minutes)	Sphere events and updates
<b>Break (60min)</b> <b>12:30 – 13:30</b>	Break (60min) 12:30 – 13:30	Break (60min) 12:30 – 13:30	Break (60min) 12:30 – 13:30	Break (60min) 12:30 – 13:30	Break (60min) 12:30 – 13:30
<b>Block 4</b> <b>13:30-15:00</b>	Sphere content Technical Chapters (Sphere STPs)	Introduction to Mini sessions	Preparation time for Participant led Maxi (45 minute) session	Participant led sessions (45 minutes)	DPPI next steps and plans discission



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	Group Exercise	5-minute presentations  (Participants led session)		Participant led sessions (45 minutes)	Final evaluation
<b>Break (15min)</b> <b>15:00 – 15:15</b>	Break (15min) 15:00 – 15:15	Break (15min) 15:00 – 15:15	Break (15min) 15:00 – 15:15	Break (15min) 15:00 – 15:15	Break (15min) 15:00 – 15:15
<b>Block 5</b> <b>15:15-16:15</b>	Using Sphere in context	5-minute presentations  (Participants led session)	Preparation time for Participant led Maxi (45 minute) session	Sphere activity cards	Networking & Wrap up  Certificates and group photo
<b>16:15- 16:30</b>	Daily evaluation and feedback	Daily evaluation and feedback	Daily evaluation and feedback	Daily evaluation and feedback	