**Day 1**

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| --- | --- | --- | --- |
| **Start time** | **Modules and sessions** | **Slides, flips videos etc** | **Hand-outs?** |
| **Plan** | **Actual** |
|  | **9.00** | **ToT preamble:** | **8 slides** | Will have at end |
| 9.00 | 9.45 | **Module 0: Getting Started**1. Open the workshop and introductions (co-design team in pairs? introduce each other: name, home, org, job, hobby, co-design strengths/skills?) – 5 min + 1 min per person
* Blessings?
* Language – translator?
 | S.1S.2FC1 strengthsFC2 skills/exps |  |
| 9.45 | 10.15  | 1. Workshop objectives, wider process of sclr, proposed agenda, ground rules, feedback committee, mood monitor, energizer committee, house-keeping
 | Ss.3-11FC3 Grnd rules |  |
| **10.30** |  | **Tea break** |  |  |
| 10.50 | 11.15`? | **Module 1: sclr rational & overview (the “why” and the “what”)**1. Some initial key lessons

a) Sources of learning and inspiration – basis for sclr (5m)b) *Pair work*: Characteristics of no aid (5m+ 10m + 5m)c) *Swap pairs:* Perceptions of external aid: (5m+ 10+ 5m) + Dan Max quote d) Who are first responders? (5m)  e) Participation…. (5m) | S.12S13-14S15S16 + S17S18 |  |
| 11.45 | 12.00? | 1. Definition of terms used in the workshop

*Plenary brain storm and conversation*“humanitarian/ development” response, (10m)v. “crisis” response (5m) “resilience”, (15m)Community + intervention triangle + cohesion (10m) sclr – lprr – shifting the power – strengthening resilience – nexus (5m) | S19FC for com.S20S21-24S25 |  |
| **12.30** |  | **Lunch** |  |  |
| 1.30 |  | 1. Pros and cons of enabling greater community leadership of crisis response:
2. Group wk/or pairs: From your experiences, what do you think might be benefits from supporting first responders? (20m ideas + 20m presentations and plenary disc)

*Energiser 10 m?*1. Group wk/or pairs: What do you think might be risks in supporting first responders? (20 plenary ideas + 15m presentation)
 | S26, S27S28 |  |
| **3.00** |  | **Tea break** |  |  |
| 3.20 |  | 1. Introduce core components of emerging practice
2. SCLR + objectives (1m)
3. Present (29m)
4. Plennary Feedback, Q&A, additions (20m)
5. What limits a populations resilience? (30m)
 | S29,S30S31,32S33 |  |
| 4.40 |  | 7. Recheck agenda for the workshop, timing, translation ground rules, - meeting of the committee, mood monitor, suggestions box, energizer champions.... |  |  |
| 5.00 |  | Close Day 1 |  |  |

**Day 2: palc or** ~~palc~~

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| **Start time** | **Session topic** | **Slides, flips videos etc** | **Hand-outs?** | **Session Lead** |
| **Planned** | **Actual** |
| 9.00 |  | Recap | 2.1, 2,2 |  |  |
| 9.20 |  | 1. **Introduction to palc**

a) Title & Objectives, (5m)b) changing the name? (5m) | 2.3,242.5 |  |  |
| 9.30 |  | 1. **Functions of palc**
2. Present functions from slide 6 (10m)
3. Group work: Refine aims and function of palc – what it needs to achieve in Shan context (20m)

Plenary feedback (30) | 2.62.7 | PALC #1 |  |
| **10.30** |  | **Tea break** |  |  |  |
| 10.50 |  | 1. **Who facilitates palc Processes?**
2. Presentation on Initiators & volunteers & roles (20m)
3. Q &A – ideas to improve (10m)
 | 2.8 & 2.9 | PALC #2 |  |
| 11.20 |  | *Energiser! 10m*1. **Core palc checklist of inquiry**

a) Share Handout and talk through (10m)b) Group work/or pairs (20m)c) Present conclusions and agree on improvements (15m) | 2.102.11 | PALC # 3 |  |
| 12.05 |  | 1. **Ideas for recording information**
2. Share ideas (5m)
3. Get plenary feedback and ideas for improving (10m)
 | 2.12 | PALC #4 |  |
| **12.30** |  | **Lunch** |  |  |  |
| 1.30 |  | 1. **Case study from Nuba: video clip and discussion**
 |  | Video |  |
| 2.10 |  | 1. **Identifying, training, managing and incentivising volunteers**
2. Initial explanation of gathering volunteers (10m)
3. Group work to look at training guide on HO2 (15m) and give feedback, suggest alternatives (15m)
4. Plenary discussion on incentives (10m)
 | 2.13 | PALC #2 |  |
| **3.00** |  | **Tea break** |  |  |  |
| 3.20 |  | 1. **Rolling out palc – a possible guide**
2. Present and share handout (10m)
3. Q&A, plenary ideas to add (10m)
 | 2.14 | PALC #5 |  |
| 3.40 |  | 1. **Introductory meetings**
2. Tips, facilitators demo (15m)
3. Groups prepare (15m)
4. Role plays & feedback (40m)
5. Conclusions, improved guidelines (10m)
 | 2.15 | PALC #6 & #7 |  |
| **5.00** |  | **close** |  |  |  |

**Notes**

* Recap – ball throwing in a circle (be ready to take notes and respond)
* Feedback committee ...ask to find out about mood monitor
* Discuss about accountability mechanisms.

**Day 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **Start time** | **Session topic** | **Slides, flips videos etc** | **Hand-outs?** |
| **Planned** | **Actual** |
| 9.00 |  | Recap from Day 2 |  |  |
| 9.30 |  | 1. **Micro-grants intros:**
2. Micro-grants fill one possible constraint to local self-help (5m)
3. Plenary question: “Why use micro-grants?” feedback & discuss (10m) : “enabling first responders” we participate in their response, etc examples of experiences elsewhere (10m)
4. Who has experience of using microgrants? Devel context v emergency? (5m)
5. Types of recipients (5m)
6. Present overview of main steps (5m)
 | S1,S2, S3, S4S5S6-S8S9S10 | Examples of micro-projects? |
| 10.10 |  | 1. **Flyers and criteria and applicants**
2. intro, context (10m)
3. Groups read and edit (20m)
 |  | MG #1&2 |
| *10.40* |  | **Coffee break** |  |  |
| 11.00 |  | 1. Groups present and make improvements / adjustments (15m)
2. Plenary discussion on risks that our system must overcome (10m)
 | S11 |  |
| 11.20 |  | 1. **Proposal + check-list review**
2. Intro to group work (5m)
3. Groups read and edit (30m)
4. Group feedback and make improvements/adjustments (15m)
5. Facilitator explains HO 6 (decision making) 10m
 |  | MG#3,4,5MG#6 |
| 12.30 |  | **Lunch** |  |  |
| 1.30 |  | 1. **Contract template and financial/procurement guidelines**

a) Present templates & 3-way accountability (20m)b) Groups read templates and edit (20m)c) Group feedback and make improvements/adjustments (20m) |  | MG#7,8 |
| 2.30 |  | ***Energiser! 10m***1. **Grant transfer modalities and coordination needs/Gov**
2. Plenary brainstorm on risks & opportunities
3. Plenary brainstorm on solutions
 |  | MG#9 |
| **3.10** |  | **Tea break** |  |  |
| 3.30 |  | 1. **Final reports guidelines**
2. Intro (10m)
3. Groups read and edit (30m)
4. Group feedback and make improvements/adjustments (20m)
 |  |  |
| 4.30 |  | 1. **Grant size and frequency**
2. Plenary discussion about grant size in local context and multi-cycles: generate conclusions and adjustments to guidelines as needed
 |  |  |
| 5.00 |  | **close** |  |  |

**Notes:**

* Good participatory approaches to get communities participating? NO!!!! They are already doing that; the challenging is how to get aid system to participate in their response! Upside down it
* Not everyone will respond to this opportunity to develop their own plans – not everyone in “the community” is the same! Depends on urgency, opportunities, facilitation, palc volunteers
* Financial management: practical booking, procurement and cash handling guidelines and training: needs more attention: new slide/handout on guidelines for community.

**Day 4**

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| --- | --- | --- | --- |
| **Start time** | **Session topic** | **Slides, flips videos etc** | **Hand-outs?** |
| **Planned** | **Actual** |
| 8.45 |  | 1. **Extend** **Recap from first 3 days and response**

Be ready and present - to look for possible confusion, respond and facilitate participant to participant discussion | (FGD style...) | FGD handout |
| 9.20 |  | 1. **Micro-grant evaluations, learning by doing & when things go wrong**
2. Present evaluative learning; learning by doing, complexity, W? SW? NW? (10m)
3. Present Options – who should facilitate SGH lesson capture? What in addition to W SW NW is needed? How are lessons shared and used? (10m)
4. Group work design/develop comm. Learning process (30m)
5. Plenary feedback and conclusions/adjust guidelines (30m)
 | S1S2S3 |  |
| 10.40 |  | **Tea break** |  |  |
| 11.00 |  | 1. **When things go wrong (WTGW)**
2. Present WTGW – learning from mistakes, building capacity to overcome and prevent problems etc (20m)
3. Group work on WTGW scenarios (30m)
4. Group Feedback conclusions – (20m)
5. Present sclr guidelines /adjust as needed from feedback (20m)
6. are our financial management guidelines good enough? If not then develop action to improve (9m) \*\*
7. Risks of NOT sclr (1m) v. supporting (1m)
 | S4S5,6,7,8 | Wtgw 1-2 |
| 12.30 |  | **Lunch** |  |  |
| 1.30 |  | **Module 4 - Emergency Capacity Development*** 1. **Overview and general**
1. Remind on core components (2m)
2. Emergency Capacity Developments – plenary brain storm key CD approaches: more important than grants? Examples (10m)
3. Plenary: In normal emergency SOP do you offer demand-led skills training? Plenary examples, inc from presenters (10m)
4. Group work – What do you imagine SHGs would identify as priorities for demand led CD in your crisis contexts, how would you deliver/facilitate and what extra assistance would you need to do so? (30m)
5. Feedback and draw out issues (20m)
6. Present / adjust guidelines on facilitate Emergency CD (15m)
 | S9S10,11,S12S13S14,15 |  |
| **3.00** |  | **Tea break** |  |  |
| **3.20** |  | * 1. **Capacity to manage a micro-grant & emergency OD**
1. Organisational Development of local groups How important is this? Simple guidelines. Combined with financial management (10m)
2. Plenary discussion on minimum needs, recipient types, practical examples (20m)
3. Temporary emergent to CBO? More training needed? Will look at for root causes ... Mentoring (10m)
 | S16S17S18S19 |  |
| **4.00** |  | * 1. **Community based Psychosocial capital and recovery**
1. Definition and well-being (10m)
2. Hands - up who knows about CB-PS, has had training? Triangle ( 5m)
3. If you were to offer a 1hr training to community volunteers to help them accelerate psycho-social recovery, what do you think should be included? Group work (20m)
4. Feedback and adjust sclr to Tips on psychosocial (15m)

d) Psychosocial importance of language:- some common words used to describe people in crisis (3m)- write out 3 each on diff, post- its and stick up (2m) | S20, S 21, S22-25S26, 27S28, S 29 |  |
| **5.00** |  | **close** |  |  |

**Notes for Day 4**

* Robust system to minimise risk of failure: palc steps, applicant criteria, local accountability plus financial reporting, book-keeping training, micro-grant vetting, triangulation
* ... Plus, clear system in place when things do go wrong
* Key is to have steps in place, which we present to donor in advance
* Examples of things going wrong and how they were dealt with
* Risks of supporting a community led approach v. NOT supporting a community led approach
* Extra session but normally no time for it:

|  |
| --- |
| **Micro-grants conclusions: a)** Explain tasks: cross check all micro-grant steps against sclr objectives, benefits, risks to suggest any final fine tuning (5m), Group work (20m) & Groups present, discuss & adjust guidelines as needed (20m) |

* Prepare examples of skills training, no grants
* … But also grants as a key capacity developer: learning by doing
* Importance of networking and linking as a means of CD....address after pilots? Or do a session where you have groups working inn similar areas.

**Day 5**

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| **Start time** | **Module 4 - continued, Modules 5, 6, 7** | **Slides, flips videos etc** | **Hand-outs?** |
| 8.45 | **Recap from day 4 and quick response**Avoid long response (unlike day 3) instead record and feedback during the day | S 1 |  |
| 9.15 | **4.5 Skills for conflict situations: community protection, conflict sensitivity and conflict transformation**1. Community self-protection in conflict situations – particularly complex and important to have holistic opportunity-based response, lack of support, potential lost (5 m)
2. Introduce core guidelines. (10m) + 10m
3. Examples (LOCAL) (10m)
4. Moving to national? (5m)
5. Group work – opportunities for community to undertake their own conflict transformation initiatives and how they could be better supported to do more ( 25m)
6. Pull out conclusions, present guidelines (20m)
 | S2-6S7-11S12 & 13S14S15 |  |
|  **10.40** | **Tea break** |  |  |
| 11.00 | 1. **Addressing root causes – limited because pilot**
2. Intro to the key issues: root causes = long dev? Or CB-DRR? Or Resilience strengthening? Nexus. Empowering relief. Starting the conversations by palc volunteers. 2nd cycle grants, linking to other players (15m)
3. List examples with photos (15m) – peace building, livelihoods, rights, Governance
4. Group work: “From you experiences, think through what opportunities (or existing examples) you see for helping communities to start reducing vulnerability & tackling root causes of? How would you best be able to help them” “How can we better link to DRRM? (30m)
5. Present, conclusions and add to guidelines (30m)
 |  |  |
| **12.30** | **Lunch** |  |  |
| 1.30  | *ENERGIZER! (10m)*1. **Coordination - limited because pilot**
2. Importance of coordination, horizontal with local CBOs and esp with local authorities and external aid actors: Give examples. (10m)
3. Group work: From your knowledge of existing coord mechs and challenges, describe what changes you would like to see to improve the following: *list key coord priorities (30m)*
4. Feedback and look at how this fits with slr guidelines and opportunities (30m)
 |  |  |
| **3.00** | **Tea break** |  |  |
| **4.30** | 1. **Changing OD and relationships – v. limited because pilot!**
2. Some key changes needed: donors funding lNGOs direct; changing role of INGOs/clarifying added value; internal OD that empowers staff; local Gov taking more role in enabling slr etc... we will look at these in 4 months’ time. For now, look at this picture to think about the relationships between key actors and the internal OD of the different actors and see what changes you would like to see and even in this short pilot. Put them on posit its and post on the diagram and then go out and get a life 😊
 |  |  |
| **5.00** | **close** |  |  |

**Notes**

* Find out in advance what sort of training participants have had if any on psychosocial issues, recovery, first aid, treatment etc
* Prepare handout for psychosocial training for community volunteers
* Collective v, HH: resilience = social cohesion (slides)
* Palc & MGs to be used together.

**Day 6 half day**

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| **Start time** | **Session topic** | **Slides, flips videos etc** | **Hand-outs?** | **Session Lead** |
| **Planned** | **Actual** |
| 9.00 |  | 1. Recap from Day 5 (30 mins feedback, 20 mins response)
 |  |  |  |
| 9.50 |  | 1. Reminder on key steps of the process and time frame for conducting the pilots
 |  |  |  |
| 9.50 |  | 1. Planning the pilots:
2. Providing the framework, including examples of timeline & budgets (30m)
3. Group work (by partners with assistance) to plan pilots (60m with tea
 |  |  |  |
|  |  | **Tea is taken during group work** |  |  |  |
| 11.20 |  | 1. Presentations and fine tuning (30m)
 |  |  |  |
| 11.50 |  | 1. Lesson capture and reflection workshop,

(...and future scale up)* Present and Plenary discussion (15m)
 |  |  |  |
| 12.05 |  | 1. Thank God…… (+ Workshop evaluation: 15m)
 |  |  |  |
| **12.20** |  | **End of workshop** |  |  |  |

1. Blessing of the workshop?
2. Acknowledgement of conflicts?

 Energisers

1. Step on pieces of paper
2. Rabbit wall arrow
3. Clapping game
4. 10-legged animal
5. Banana song
6. …
7. **Networking and linking (and mentoring!)**
8. Importance, examples etc (15m) -
9. Group work: What are the opportunities you see to link or connect community groups between your different programmes (world cafe – revolving, market place) 45m
10. Conclusions and adjust guidelines accordingly (15m).