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| **Day 1** | **Time** | **Session Title** | **Learning Objectives:**  **Participants will be able to:** | **Min** |
| **1.1** | 08:30-09:30 | Welcome and Introductions | • Identify the workshop team and other participants of the workshop. • Describe the overall course objectives, outcomes and agenda. • Assess their current skills and capacities in relation to the course objectives. • Describe the methodology and processes to be used in the course. • Define their personal and collective responsibility for achieving course learning outcomes. | 60 |
| **1.2** | 09:30-10:30 | The Evolution of Humanitarian Coordination | 1. Explain the role and purpose of coordination and how this relates to quality, effectiveness and accountability to affected people (AAP). 2. Describe how humanitarian coordination has evolved over time.  3. List the key concepts and policy changes that underline Humanitarian Reform and the Transformative Agenda, including the cluster approach.  4. List the key policies and guidelines to support AAP. | 60 |
| **Break** | 10:30-11:00 |  |  | 30 |
|  | 11:00-11:30 | The Evolution of Humanitarian Coordination, cont'd |  | 30 |
| **1.3** | 11:30-12:30 | The Nutrition Cluster: Roles and Responsibilities | 1. Describe the Cluster Core Functions with a focus on AAP 2. Explain how Cluster Core Functions relate to the Nutrition Cluster at the national and sub-national level. | 60 |
| **Lunch** | 12:30-13:30 |  |  |  |
| **1.4** | 13:30-14:30 | Nutrition Cluster Structures | 1. Identify the different structures and roles of the Nutrition Cluster and other actors at different levels (global, country, sub-national, etc.) 2. Describe formal and informal accountabilities of nutrition-related actors and how they ultimately contribute to accountability to affected people.3. Differentiate between the role of the NCC and the IMO4. Outline the responsibilities of the Cluster Coordinator and the Information Manager and the Strategic Advisory Group (SAG) and Technical Working Groups (TWiGs). | 60 |
| **1.5** | 14:30-15:00 | Working Together Effectively | • Summarize the Minimum Commitments for participation in the Nutrition Cluster. • Explain the origin and meaning of the Principles of Partnership. • Understand how the Principles of Partnership can contribute to more effective coordination and enhanced accountability to affected populations. | 30 |
| **Break** | 15:00-15:30 |  |  | 30 |
| **1.6** | 15:30-16:30 | Soft Skills for Coordination | • Identify common challenges to cluster coordination meetings.  • Identify tips and tools for improving coordination meeting management and facilitation.  • Describe actions to take before, during and after cluster meetings to ensure their effectiveness. • List three alternatives to conducting a meeting and when it would be appropriate to use them.  • Describe how to build consensus in the context of cluster coordination. • List key tips for resolving conflict and handling impasse | 60 |
| **1.7** | 16:30-17:15 | Information Management | • Describe the importance of Information Management in cluster coordination • Familiarise with the Nutrition cluster IM tools, common IM platforms and products and practice accessing them.  • Explore country-specific IM products and reporting schedules | 45 |
| **1.8** | 17:15-17:30 | Daily Feedback | • Refresh their memory of training content from the day. • Resolve questions, issues raised on the Car Park, if appropriate. • Provide feedback to the workshop team on what is working well and areas of improvement. | 15 |
| **Day 2** |  |  |  |  |
| **2** | 08:30-09:00 | Course Review | • List the sessions from the previous day of the workshop. • Recall learning points from the previous day that were useful for their work. • Describe the agenda for today. | 30 |
| **2.1** | 09:00-09:45 | Humanitarian Programme Cycle | • List the origins and the stages of the Humanitarian Programme Cycle (HPC)  • Explain the role of preparedness in the HPC | 45 |
| **2.2** | 09:45-10:15 | Inter-cluster coordination | • Explain the role of the NCC and cluster partners in the formulation of an effective inter-cluster coordinated response  • Identify ways to proactively engage with and involve other clusters in operational work  • List the seven cross-cutting issues and link them to inter-cluster coordination possibilities. | 30 |
| **Break** | 10:15-10:30 |  |  | 30 |
| **2.3** | 10:45-11:30 | Needs Assessment and Analysis | • Describe the importance of needs assessment and analysis within the Humanitarian Programme Cycle.• Contrast between Needs Assessment Framework phases in sudden onset and protracted emergency contexts.• Identify the roles, responsibilities and accountabilities of partners sub-national partners and coordinators across the assessment phasesin needs assessment and analysis. • Describe how the nutrition cluster partners and other clusters can work together to maximise the efficiency of assessment and analysis. | 45 |
| **2.4** | 11:30-12:15 | Strategy Development | • Identify the features of a Flash Appeal and Humanitarian Response Plan and explain their functions.  • Describe the role of the cluster in developing a Flash Appeal and HRP  • Describe the different processes for developing a response to sudden-onset or protracted crises. | 45 |
| **2.5** | 12:15-13:15 | Resource mobilisation | • Distinguish between three components of resource mobilisation: finance, supply and human resources. • Identify the roles, responsibilities and accountabilities of sub-national nutrition cluster coordinators and partners in resource mobilization.  • Explain how an HRP, cluster plans and flash appeals are financially resourced. • Relate capacity development to the delivery of quality emergency response. | 60 |
| **Lunch** | 13:15-14:15 |  |  | 60 |
| **2.6** | 14:15-15:45 | Case study: Supply Caseload | • Recognise the importance of agreeing definitions and methodology for calculating supply caseload with all partners. • Consolidate knowledge and practice on procedures for estimating caseloads for treatment of acute malnutrition (MAM and SAM) • Establish and agree on data when estimating caseloads. | 90 |
| **Break** | 15:45-16:00 |  |  | 30 |
| **2.7** | 16:00-16:45 | Monitoring and Implementation | 1. Summarize the importance of monitoring in NC work and the link to strategic planning. 2. Identify the role of the sub-national cluster in monitoring. 3. List ways that the sub-national cluster can improve monitoring practice. 4. How to use the repository of nutrition indicators during monitoring | 45 |
| **2.8** | 16:45-17:30 | Workshop Close | • Review the car park and resolve any outstanding issues • Recall the workshop aim and objectives • Assess current skills and capacities to perform coordination activities and compare this with their ability before the workshop • Evaluate the course • Demonstrate their completion of the course with a certificate of attendance | 30 |