

Day I (Monday, 11.09.2023)				
S. No	Time	Session	Key Session Objectives	Facilitators/ Resource Person
0800 – 0830 (Breakfast) and 1230 – 1330 (Lunch) : 15 participants				
1.1	1345 - 1415	Registration	At the end of the session, participants will be able to: <ul style="list-style-type: none"> Familiarise themselves with the organizers, facilities, safety instructions, facilitators, and support staff Get registered for the training course 	TSG, Venue team & Annie, RedR India
1.2	1415 – 1445	Introduction of PMs, trainers and other resource persons	At the end of the session, participants, trainers and other resource persons will have been introduced.	Annie, RedR India
1.3	1445 – 1515	Course overview	At the end of this session the participants: <ul style="list-style-type: none"> will be able to provide a brief overview of the training course would have voluntarily formed training management teams (TMT) for each day. 	Sriraman, RedR India
1.4	1515 – 1530	Keynote address	At the end of the session, participants will be able to: <ul style="list-style-type: none"> Explain role of TSG Role of PM as per the Tata disaster response guidelines State the purpose of the training course 	Nupur Mallick – CHRO / & Shrirang Dhavale, TSG
	1530 – 1545	Tea		
1.5	1545 – 1700	Understanding Disasters and humanitarian context	At the end of the session, participants will be able to: <ul style="list-style-type: none"> Define disasters, hazards and its types, its primary, secondary, and tertiary impacts on people and environment Explain hazard-wise challenges of working in disaster affected areas Explain key disaster terminologies Describe various stages of the DM cycle 	Sriraman, RedR India
1.6	1700- 1730	Degree of vulnerability (Power Walk-exercise)	At the end of this session, participants will be able to: <ul style="list-style-type: none"> Describe degrees of vulnerabilities of disaster affected communities 	Annie, RedR India
1.7	1730- 1800	Humanitarian principles and frameworks for response- global and national	At the end of this session, the participants will be able to <ul style="list-style-type: none"> State the fundamental Humanitarian principles State the significance of humanitarian response Briefly describe the global humanitarian standards, national level guidelines and TSG's Disaster response guidelines 	Sriraman, RedR India
1.8	1800 – 1845	Tata Group – Disaster Response framework	At the end of the session, participants will be able to: <ul style="list-style-type: none"> Describe the Tata Response Guidelines & Values Briefly provide an overview of the Standard Operating Procedures (SOPs) 	Ipsita Das, TSG
1.9	1845- 1900	Exercise -1 Briefing and Handing over task sheets (Prepare a flowchart of SOPs and formats)	At the end of the session, participants will be able to: <ul style="list-style-type: none"> State the tasks to be performed in the exercise on the TSG's Disaster Response SOPs and formats 	Ipsita, TSG and Sriraman, RedR India
1.10	1900 - 1915	Daily Feedback	At the end of the session, TMT 1 will lead to list: <ul style="list-style-type: none"> What went well What needs to be improved Suggestions for improvement 	Annie, RedR India
1.11	From 1915	Evening groupwork- Exercise 1	Participants in their teams brainstorm and work on Exercise-1 (Refer 1.9)	All facilitators
Day II (Tuesday, 12.09.2023)				

	0800 – 0840	Breakfast		
2.1	0840 – 0900	Recap of Day 1	At the end of the session, TMT for Day1 will elicit the Key learning of Day 1 from the participants	Sriraman, RedR India
2.2	0900 – 0945	Getting Ready! (Steps taken from call till deployment) (Short practical and presentation)	At the end of this session participants will be able to: <ul style="list-style-type: none"> Describe the actions to be taken during the first 48 hrs from the TSG's call to onsite deployment such as: <ul style="list-style-type: none"> Collection secondary data, Operational information whom to visit/where to go Partner identification, Stay arrangement, etc 	Annie, RedR India
2.3	0945 – 1030	<u>Emergency & Relief phase:</u> Need Assessment	At the end of this session participants will be able to: <ul style="list-style-type: none"> Describe various types and stages of assessment Explain the significance of Rapid Needs Assessment Describe, briefly, various tools and techniques of need assessment Identify prioritized needs of the most vulnerable people State various method for triangulation of assessment needs, including through community interaction Prepare a summary of key findings 	Sriraman, RedR India
2.4	1030-1100	Strategic planning and programme approach in disaster response	At the end of the session, participants will be able to: <ul style="list-style-type: none"> Describe the strategic planning and programme approach to humanitarian response (multi-sectoral and phased implementation) to meet the dynamic needs of affected population Explain the need for a multi-sectoral response Specify the need for networking and coordination with key stakeholders, including the affected communities. 	Sriraman, RedR India
2.5	1100-1130	<u>Emergency and Relief phase:</u> Proposal development (response plan)	At the end of this session participants will be able to: <ul style="list-style-type: none"> Identification of gaps based on Govt response and NGO interventions Identify the Priority areas of intervention and define coverage of families to be supported by TSG Establish criteria for Selection of beneficiaries Multi sectoral inputs viz. health, education shelter, nutrition etc. Budgeting as per scale of intervention and planning 	Annie, RedR India
	1130 - 1145	Tea		
2.6	1145 - 1215	Working in Core Volunteers' Teams and coordination with Procurement Officer	At the end of this session participants will be able to: <ul style="list-style-type: none"> Describe the TSG's Core volunteer concept, the Organization structure for volunteer management and timely completion of work and the coordination mechanism with procurement officer 	Sumedh, TSG
2.7	1215 – 1315	Working in teams Leadership skills	At the end of this session participants will be able to: <ul style="list-style-type: none"> Explain the nuances of working in teams Describe the four stages of team performance List down the essentials of leadership skills and attitude Person power planning with respect to relief phase and skill requirement – core volunteers, local volunteers etc. Work with diverse individuals in high stress environments 	Sriraman, RedR India
	1315 – 1400	Lunch		
2.8	1400-1430	Volunteer Coordination with TSG	At the end of this session participants will be able to explain: <ul style="list-style-type: none"> Explain process of TSG team to manages core volunteers Needs from field – coordination with TSG Explain need of volunteer orientation on before deployment and on field Explain entitlements, payment of travel, food, accommodation etc. 	Online Training – TSG Volunteering Team

			Understand the approaches for managing volunteers	
2.9	1430 – 1530	Managing Partners	At the end of this session participants will be able to: <ul style="list-style-type: none"> Describe the nuances in managing TSG partners Explain the Due diligence of partners as per SOP State the broad components of TOR of partnership, Volunteers State the principles of partnership while interacting / communicating with different stakeholders like CBOs and NGOs, Govt. 	Annie, RedR India
	1530 – 1545	Tea		
2.10	1545-1630	Government Disaster Management Mechanism	At the end of the session, participants will be able to: <ul style="list-style-type: none"> Describe Govt of India mechanism for disaster management <ul style="list-style-type: none"> National Level (Acts, Policies) & State Level Outline State disaster response mechanism <ul style="list-style-type: none"> SDMA/ SIDM District Level - DEOC, DPOs Village / Ward level system State the minimum standards of relief – Govt. 	TSG, NIDM/ GIDM/ Yashada/ Govt Representative
2.11	1630 – 1700	Continuation of session 1.11 preparation (Group Exercise-1)	At the end of the session participants will be able to: <ul style="list-style-type: none"> Prepare relief phase flowchart of action plan along with SOPs available for responding in situation <p>Participants will work in groups and prepare presentation based on action plan for response & SOP)</p>	All facilitators
2.12	1700 – 1830	Presentation of Exercise – 1 (08 mins for presentation and 07 mins for inputs by other groups, and 30 min plenary)	At the end of the session participants will be able to: <ul style="list-style-type: none"> Present the following points with SOP reference <ul style="list-style-type: none"> Beneficiary identification strategy Project proposal, Budget Core volunteer management strategy Partner management 	All facilitators
2.13	1830–1845	Daily Feedback	At the end of the session, TMT 2 will lead to list: <ul style="list-style-type: none"> What went well What needs to be improved Suggestions for improvement 	Annie, RedR India
Day III (Wednesday, 13.09.2023)				
	0800 – 0840	Break fast		
3.1	0840 – 0900	Recap of Day 2	At the end of the session, TMT for Day2 will elicit the Key learning of Day 2 from the participants	Annie, RedR India
3.2	0900 – 1045	Managing Relief Distribution	At the end of this session participants will be able to; <ul style="list-style-type: none"> Manage SCM and Humanitarian Logistics Define aspects for formulating a distribution strategy State the key challenges of targeting (identifying/ reaching acutely vulnerable populations) Describe the relative advantages and disadvantages of different distribution mechanisms Mention channels for informing communities – Chaspan, Coupons etc. Outline the features of Site selection and secure arrangements for distribution Describe the TSG guidelines and SOP related to relief distribution Describe the accountability aspects and issues related to conflict management 	Sriraman, RedR India
	1045 – 1100	Tea		
3.3	1100-1230	Cross cutting issues in humanitarian response	At the end of this session, participants will be able to: <ul style="list-style-type: none"> List the cross cutting themes in humanitarian response such as Gender, Elderly, children, etc. Describe each one of them and explain the ways to address them in assessment, response planning and implementation. 	Annie, RedR India

			<ul style="list-style-type: none"> Describe how to deal with diversity and inclusion in response planning 	
	1230 – 1330	Lunch		
Existing PM group joins				
3.4	1330 – 1400	Registration	At the end of the session, participants will be able to: <ul style="list-style-type: none"> Familiarise themselves with the organizers, facilities, safety instructions, facilitators, and support staff Get registered for the training course 	TSG, Venue team and RedR India
3.5	1400 – 1430	Introduction of PMs	At the end of the session, participants, trainers and other resource persons will have been introduced and TMTs reformed	Annie, RedR India
3.6	1430 – 1530	Panel discussion	At the end of the session, participants will be able to: <ul style="list-style-type: none"> Explain Tata Disaster Response Values – Experience sharing with Existing PMs <ul style="list-style-type: none"> Ashutosh Shantanu Jyoti Rashmi Devkumar Rashmi Jadhav Dr. Pavan Dominic 	TSG, Sumedh and PMs identified (experienced)
3.7	1530-1630	Use of Technology in Disaster Management	At the end of this session facilitators will be able to: <ul style="list-style-type: none"> Use DR Application List features of applications for DR 	Tangent, Ipsita, TSG
	1630-1645	Tea		
3.8	1645-1800	Experience sharing session on Management of Disaster Response at District Level	At the end of the session, participants will be able to understand Govt processes and its interlinkage towards: <ul style="list-style-type: none"> Early warning dissemination Evacuation with help of line department Camp management and relief distribution Needs assessment Coordination with private sector DDMA, DEOC 	TSG, SDM/ Collector
3.9	1730 – 1815	Exercise II: Briefing and Handing over case studies and task sheets Scenario based exercise	At the end of this session, participants will be able to: <ul style="list-style-type: none"> Describe clearly their tasks in this exercise no.2 Participants will be divided into 4 groups, each group will design humanitarian response to hazards. Each group will be assigned on hazard(Earthquake, Cyclones, Floods and Landslides +Floods). Participants are expected to bring out the hazard specific information such as: <ul style="list-style-type: none"> Geographical area Needs assessment Challenges likely for the staff stay and their operations Budgeting Challenges or issues specific to hazards for setting up medical/health camp and providing WASH services 	Ipsita,TSG and Sriraman, RedR India
3.10	1815 – 1830	Daily Feedback	<ul style="list-style-type: none"> What went well What needs to be improved Suggestions for improvement 	Annie, RedR India
3.11	From 1830 hours	Evening Group work – Exercise II	Participants in their teams brainstorm and work on Exercise-II	All facilitators
DAY IV (Thursday, 14.09.2023)				
4.1	0840 - 0900	Recap of Day 3	At the end of the session, TMT for Day3 will elicit the Key learning of Day3 from the participants	RedR India
4.2	0900 – 1130	Exercise no.3 Earthquake in Hills Setting up of DRO in Tents – TSG Camp site management	At the end of the session, groups will be able to: <ul style="list-style-type: none"> Demonstrate setting up of tents for DRO Describe the Budgeting part Plan the layout of various facilities in the TSG DRO premises as per the prevalent standards including TSG's DR guidelines and the SoPs. Explain the key aspects related to setting up TSG DRO in earthquake context such as (not exhaustive) 	Renu and Ashish, TASF supported by Sriraman, RedR India

		(Earthquake Simulation Scenario will be given, team will be formed and they will have to set up office in tents tomorrow morning Teams will collect resources and divide work	<ul style="list-style-type: none"> Water and Sanitation management for the team Local Support management– Nearest Hospital, health precautions Safety and security issues Stock of Kitchen material / Kitchen Management Responsibility chart – HR Layout for the camps Warehouse set-up Sleeping bags / Tent Dietary Planning for Breakfast lunch dinner Roles and Responsibility of team <i>(Uttarkashi village name, height, without flatland, dead bodies, issues related to water, sanitation etc will be given in the case study)</i>	
	1130 – 1145	Tea		
4.3	1145-1230	Managing Stress	<p>At the end of this session participants will be able to;</p> <ul style="list-style-type: none"> Explain the need for and basics of self-management in low resource settings Describe the ways for managing stress, loss and controlled emotions and well being List down the key Safety and Security aspects List a few Destressing activities 	Annie, RedR India
4.4	1230 – 1330	Management of injuries/basic first aid	<p>At the end of this session participants will be able to:</p> <ul style="list-style-type: none"> Learn basics of first aid Dos and Don'ts of for injury handling 	Dr. Pavan and Rashmi Jadhav
	1330 – 1430	Lunch		
4.5	1430 – 1530	Multi sectoral response	<p>At end of the session participants will be able to:</p> <ul style="list-style-type: none"> Describe the significance of multi-sectoral approach Provide a brief overview of various sectors – WASH, Health, Shelter, CP, Edu, Nutrition, FSL etc. Explain modalities for setting up of medical camps Explain water & sanitation hygiene (WASH) intervention 	Dr. Pavan, Ipsita - TSG Supported by Annie/Sriraman, RedR India
4.6	1530-1600	Monitoring and Evaluation	<p>At the end of the session, participants will be able to:</p> <ul style="list-style-type: none"> Present a brief overview of Monitoring and Evaluation of TSG activities in humanitarian response Describe indicators for evaluation with a few examples 	Sriraman, RedR India
4.7	1600-1700	Project Closure	<p>At the end of this session facilitators will be able to:</p> <ul style="list-style-type: none"> Describe DR SOPs for handover and closure Explain significance of having suitable formats for MIS List details / formats- SOPs for closure docs and audits 	Annie, RedR India & Ipsita, TSG
	1700-1715	Tea		
4.8	1715-1830	Presentations by groups Exercise II (refer 3.9 and 3.11)	<p>At the end of the session, the participants will be able to, (aligning with TSG's DRM and SOPs):</p> <ul style="list-style-type: none"> Identify the priority needs of affected communities and propose relief interventions in a phased manner (Emergency phase and relief phase). This includes high priority action such as setting up health/medical camp, priority WASH interventions etc. Prepare a brief budget as per SOP Identify partnership needs and propose partners to be engaged and estimate number of core volunteers required Describe hazard specific issues related to safety of deployed staff, stay arrangements, TSG' DRO office set-up, and overall functioning Describe hazard specific challenges in undertaking need assessment, response 	All facilitators

			planning, implementation, coordination, monitoring and evaluation.	
4.9	1830-1900	Debrief / Observations	At end of the session participants will be able to: <ul style="list-style-type: none"> Reflect on the key learnings from the debrief and the comments from the facilitators on the response plan presentation 	All facilitators
4.10	1900-1915	Daily Feedback	<ul style="list-style-type: none"> What went well What needs to be improved Suggestions for improvement 	Sriraman, RedR India
Day V (Friday, 15.09.2023)				
5.1	0840 - 0900	Recap of Day 4	At the end of the session, TMT for Day4 will elicit the Key learning of Day4 from the participants	Annie, RedR India
5.2	0900 - 1200 Tea will be served at 10.30 am	Exercise IV: Simulation of Disaster Response	<p>Through this session, the participants will:</p> <ul style="list-style-type: none"> Demonstrate the response activities as per Tata groups response plan and execution – PMs leading response, use of DR application, SOPs, Formats Share reflections and Lessons Learnt during the training <p><u>Simulation steps:</u> Part 1 – Beneficiary Identification and selection using app Part II - Coordination for procurement and plan for distribution Part III – Management of distribution site, media management on site, conflict management etc.</p> <p><i>Based on the case studies given in EX II – (roles will be assigned to team members, details of beneficiaries will be prepared and kept as per degree of vulnerability. participants will use the DR application, feed the data, generate coupons and ensure distribution)</i></p>	All facilitators
5.3	1200 - 1230	Feedback and Evaluation	Evaluation of Overall training and summarising the key learning points	Sriraman, RedR India
5.4	1230-1315	Valedictory Session	TBC	TSG
	From 1315		Lunch & Departure	