SESSION PLAN – CHILD PROTECTION IN HUMANITARIAN ACTION (CPHA) COMPETENCY FRAMEWORK  
Introduction to the CPHA Competency Framework

**Session aim:** Give a comprehensive overview on the CPHA Competency Framework’s purpose, structure and use.

**Session objectives:**

**By the end of the session, participants will be able to:**

* Explain the structure and purpose of the CPHA Competency Framework
* Demonstrate how to use the CPHA Competency Framework to design a job description
* Describe how to develop a competency-based interview using the CPHA Competency Framework
* Describe how to use the CPHA Competency Framework as a tool for their own professional development evaluation and planning
* Describe how to use the CPHA Competency Framework as a manager to conduct performance reviews.

**Session length:**  3 hours

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| **PREPARATION** | 1. **If this is a face-to-face training:** have material such as projector, sticky notes, flipcharts, markers, notebooks, pens, agenda, print outs of tools and the CPHA Competency Framework. CPHA Framework and tools can also be accessed online on laptops but consider how this might influence the running of the session. 2. **If this is an online training:** Ensure you work with a producer to support the delivery of the session. Ensure you are familiar with the use of the chosen online platform and know how to create breakout rooms, share your screen, do a recording if needed, and manage other features such as ‘raising hand’ if someone wants to speak, letting people into the meeting, etc.. Make sure there is a stable electricity and internet connection from where you are conducting the online training. 3. **Be sure to have read the CPHA Competency Framework in its entirety as well as all featured tools before you train people in this session.** 4. All **supporting notes for this session** can be found in the powerpoint presentation note section. 5. **Filled out examples of the tools** serve as guidance for the exercises. Have a look at the tools and exercises before the training and consider whether some degree of contextualization is required. 6. **Ask participants to bring to the training (if possible):** their own or a CPHA ToR/ Job description, and interview questions or protocols from their organization**.**   **If this is not possible, have several example ToRs** and **one interview protocol example** from an organization printed out for a face-to-face training or ready to send to all participants before the training for both the face-to-face and online training.   1. **Share Competency Framework and Tools with participants** prior to the training and ask them to have a full read through. 2. Should it be inappropriate for participants in your audience to work on job profiles you can provide a **fictional job profile** to be working on. 3. To enhance the learning experience and deeper engagement, the recommended way of doing the activities is that participants use one position throughout the 3 documents in order to understand how one document builds on the next and thus understand the usefulness to go through competency definitions thoroughly as it helps the entire process. 4. If time is limited and only one exercise can be done then it is recommended to do a quick presentation of all the 3 tools and proceed to exercise 3 with tool 3. In that case the exercise will be 1 hour long. 20 min choosing technical and core humanitarian competency domains, competencies and indicators; 30 min to fill out one technical and one core humanitarian competency line with indicators, things needed from manager and from team,performance rating, etc.; 20 min to come back to overall group and share impressions with trainer | |
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| **FACE TO FACE SESSION PLAN** | | |
| 20 min | Facilitators introduce themselves.  Ask participants to introduce themselves, their role, and their primary responsibilities by adding these to 3 post it notes (name, role, primary responsibilities) and putting these on the wall of the training room.  Facilitator introduces learning outcomes  Facilitator allows participants to set ground rules for participation | ppt. slide 1  CPHA CF  ppt. slide 2 |
| 10 min | Present the purpose of the CPHA Competency Framework  Ask participants whether they have already used the CF  \*If participants have used it already have a short discussion on the use, user friendliness, challenges, etc.  Present the CPHA Competency Framework as a living document | ppt. slide 3  ppt. slide 4 |
| 10 min | Run a quick quiz on the structure of the CPHA competency framework in plenary.   * What are the 3 components of the CPHA competency framework (technical competencies, core values, core humanitarian competencies) * How many technical competency domains are there? (5) * How many technical competencies are there? (32) * How many core humanitarian competency domains are there? (5) * How many core humanitarian competencies are there? (8) * In which category will you find ‘Empathy’? (Core values) * In which category will you find ‘Developing adequate child protection strategies’? (technical competencies) * In which category will you find ‘Managing collaborative relationships’? (Core humanitarian competencies).   Recap and feed in any extra points structure of the CPHA Competency Framework from the slides | ppt slides 5-6 |
| 5 min | Present the indicators of the CPHA Competency Framework, indicator levels and their rationale | ppt slide 7 |
| 5 min | Present definition of core values of the CPHA Competency Framework  Ask the audience to look for the core values page on the CPHA CF (pag 7) and allow them to read through. Ask if there are any questions | ppt slides 8  ppt slide 9 |
| 10 min | Present the technical competencies of the CPHA Competency Framework.  Go through example on slide and read a couple of indicators at the different levels To explain how they show the different levels of seniority and how they may build on each other  Ask the audience to look at the CPHA CF Technical Competency Framework and to find an indicator at the first level (entry level) on case management. Ask a volunteer to read one.  Again ask the audience to look at the CPHA CF Technical Competency Framework and to find an indicator at senior level for working across sectors with health colleagues. Ask a volunteer to read one. | ppt slides 10-11 |
| 10 min | Present the core humanitarian competencies of the CPHA Competency Framework  Go through example on slide and read a couple of indicators at the different levels To explain how they show the different levels of seniority and how they may build on each other  Ask the audience to look at the core humanitarian competency annex and to find an indicator at the first level (entry level) on motivating and influencing others. Ask a volunteer to read one. | ppt slides 12-13 |
| 10 min | Break |  |
| 5 min | Introduce the 3 tools that accompany the CPHA Competency Framework (CPHA CF job description; CPHA CF interview preparation; CPHA CF performance evaluation). | ppt slide 14 |
| 30 min | Present the first tool (CPHA CF job description overview template) going through relevant note and templates  Start with the first exercise as an individual exercise where each participant uses their own job (with or without job description/ ToR) to write down, technical and core humanitarian competencies using tool # 1 template. Explain that we will not go as far as writing the full job description but they have a fully completed example within the tool.  The template can be provided via email to fill on computers if available during the session or printed to be filled in handwriting.  Participants will have 20 minutes to work on this individually with close support from the facilitator in case there are doubts.  After the 20 minutes have elapsed the facilitator can ask the audience whether the template was easy to fill and ask if they had outstanding questions in plenary.  Facilitator will remind participants that the work they have done on tool # 1 will be built upon in the second exercise. | ppt slide 15,  CPHA CF tool 1 |
| 30 min | Present the second tool (CPHA CF interview rating grid) going through the template and relevant notes  Explain the different types of questions that can be used in an interview and provide examples as per slide and slide notes.   * Group participants in groups of 2s or 3s * Provide Interview Grid Template (printed or in soft copy) * Ask participants to choose one job description, preferably one from the previous exercise that was well populated. * Ask participants to develop questions suited for the selected competencies and indicators using different type of questions and fill the interview rating grid Allow 20 minutes for group work * Back in plenary ask each group to present one question they have drafted, say the type of question it is and to which indicator/competency it was related | ppt slide 16  ppt slide 17  ppt slide 18  CPHA CF tool 2 |
| 30 min | Present third tool (Practitioner and Manager Evaluation tool), use notes on slide  Ask participants to work individually for 15 minutes.  Each participant uses their own job and the tool filled in the first exercise to complete their own self evaluation.  Ask if they have any questions.  Present managers’s section of the evaluation tool  Explain the recap sheet.  Ask again if there any outstanding questions | ppt slide 19  CPHA CF tool 3  ppt slide 20  ppt slide 21 |
| 5 min | Thank everyone for participation (evaluation) |  |

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| **REMOTE DELIVERY SESSION PLAN** | | |
| 20 min | Facilitators introduce themselves.  Ask participants to introduce themselves, their role, and their primary responsibilities by adding these to 3 post it notes (name, role, primary responsibilities) on a jamboard.  Facilitator introduces learning outcomes  Facilitator allows participants to set ground rules for participation and introduces key features of the platform you are using for the call. | ppt. slide 1  ppt. slide 2 |
| 10 min | Present the purpose of the CPHA Competency Framework  Ask participants whether they have already used the CF  \*If participants have used it already have a short discussion on the use, user friendliness, challenges, etc.  Present the CPHA Competency Framework as a living document | ppt. slide 3  ppt. slide 4 |
| 10 min | Run a quick quiz on the structure of the CPHA competency framework in plenary, using the polls or a mentimeter or kahoot.   * What are the 3 components of the CPHA competency framework (technical competencies, core values, core humanitarian competencies) * How many technical competency domains are there? (5) * How many technical competencies are there? (32) * How many core humanitarian competency domains are there? (5) * How many core humanitarian competencies are there? (8) * In which category will you find ‘Empathy’? (Core values) * In which category will you find ‘Developing adequate child protection strategies’? (technical competencies) * In which category will you find ‘Managing collaborative relationships’? (Core humanitarian competencies).   Recap and feed in any extra points structure of the CPHA Competency Framework from the slides | ppt slides 5-6 |
| 5 min | Present the indicators of the CPHA Competency Framework, indicator levels and their rationale | ppt slide 7 |
| 5 min | Break |  |
| 5 min | Present definition of core values of the CPHA Competency Framework  Ask the audience to look for the core values page on the CPHA CF (pag 7) and allow them to read through. Ask if there are any questions | ppt slides 8  ppt slide 9 |
| 10 min | Present the technical competencies of the CPHA Competency Framework.  Go through example on slide and read a couple of indicators at the different levels To explain how they show the different levels of seniority and how they may build on each other  Ask the audience to look at the CPHA CF Technical Competency Framework and to find an indicator at the first level (entry level) on case management. Ask a volunteer to read one.  Again ask the audience to look at the CPHA CF Technical Competency Framework and to find an indicator at senior level for working across sectors with health colleagues. Ask a volunteer to read one. | ppt slides 10-11 |
| 10 min | Present the core humanitarian competencies of the CPHA Competency Framework  Go through example on slide and read a couple of indicators at the different levels To explain how they show the different levels of seniority and how they may build on each other  Ask the audience to look at the core humanitarian competency annex and to find an indicator at the first level (entry level) on motivating and influencing others. Ask a volunteer to read one. | ppt slides 12-13 |
| 5 min | Introduce the 3 tools that accompany the CPHA Competency Framework (CPHA CF job description; CPHA CF interview preparation; CPHA CF performance evaluation). | ppt slide 14 |
| 30 min | Present the first tool (CPHA CF job description template) going through the template and notes on slide  Share google doc link to blank template  Start with the first exercise as an individual exercise where each participant uses their own job (with or without job description/ ToR) to write down the core values, technical and core humanitarian competencies using tool # 1 template. Participants will have 20 minutes to work on this individually with close support from the facilitator in case there are doubts.  After the 20 minutes have elapsed the facilitator will enquire on outstanding questions in plenary. Facilitator will remind participants that the work they have done on tool # 1 will be built upon in the second exercise. | ppt slide 15,  CPHA CF tool 1 |
| 10 min | Break |  |
| 30 min | Present the second tool (CPHA CF interview rating grid) going through the template and relevant notes  Explain the different types of questions that can be used in an interview and provide examples as per slide and slide notes.   * Group participants in groups of 2s or 3s * Provide Interview Grid Template through google doc link * Ask participants to choose one job description, preferably one from the previous exercise that was well populated. * Ask participants to develop questions suited for the selected competencies and indicators using different type of questions and fill the interview rating grid Allow 20 minutes for group work * Back in plenary ask each group to present one question they have drafted, say the type of question it is and to which indicator/competency it was related | ppt slide 16  ppt slide 17  ppt slide 18  CPHA CF tool 2 |
| 25 min | Present third tool (Practitioner and Manager Evaluation tool), use notes on slide  The link to the excel google doc should be sent to participants via chatbox  Ask participants to work individually for 15 minutes.  Each participant uses their own job and the tool filled in the first exercise to complete their own self evaluation.  Ask if they have any questions.  Present managers’s section of the evaluation tool  Explain the recap sheet.  Ask again if there any outstanding questions | ppt slide 19  CPHA CF tool 3  ppt slide 20  ppt slide 21 |
| 5 min | Thank everyone for participation (evaluation)  Wrap up and close |  |