

DOMESTIC WORKERS ORGANIZE AGAINST VIOLENCE & HARASSMENT

TRAINING PACK



4

Training Aid

DWoVH TRAINING PLANNING AND PREPARATION

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Overview

This training aid is for DWO training organizers and trainers.

We discuss how to plan DWoVH training, how to select trainers and participants and how to design DWoVH training programs.

We give tips to choose the right place for the training, set up the training room, manage time, prepare for sessions and write a brief report of the training.

We provide training tools that may come in handy when organizing DWoVH training.

4.1 Planning DWoVH training

The planning of DWoVH training is usually done during a meeting of DWO leaders and trainers several months or weeks before the first training and written down in a training plan with a budget and a timetable. The training preparation is usually done by the training team. It usually starts 4-6 weeks before the training up to the start of the training and report writing after the training.

Training strategy

As DWO leaders aiming to raise awareness on gender equality and organize domestic workers against violence & harassment we need to decide on our training strategy:

- **What** do we want to **achieve**?
- **Who** do we want to train? **Why**? What are their training needs and interests?
- **What** are the **expected training outcomes** (what is expected of the participants after the training).

Key questions to ask are:

- How does **DWoVH training fit** into the **larger goals of our DWO(s)** and what are **our priorities**?
- **Who wants the training?** Who needs it? What are the training needs and interests of DWO leaders and members, and other domestic workers on the issues of equality, violence & harassment?
- What are the skills and experiences of the participants before the training?
- Do we need to find out more about their **training needs and interests**? How will we do this?
- Who will benefit most from the training? Which DWOs, groups and persons will **use the training and train others**?
- What do we **expect trained DWO participants to do** after the training?
- What **capacity** do we have in our DWO? What expertise and resources are needed from the outside?
- What are the **skills of the trainers** before the training?
 - Do they know about gender equality, human and workers' rights, discrimination and violence & harassment against domestic workers?
 - Are they committed to promote equality and fight violence & harassment?
 - Do they have experience in organizing participatory and action-oriented training?
 - What are their strong and weak points? How can we built on their strengths and improve their weaknesses?

Finding out about domestic workers' training needs and interests

As DWO leaders we need to know about the training needs and interests of those we want to train so that the training fits their needs. We can do this by asking ourselves and other DWO leaders and domestic workers what it is that they want to learn more about. This can be done informally through **small group discussions and one-on-one interviews**, or more systematically through a **survey**.



See Tool 1 for an example questionnaire for a DWOVH training needs survey.

Deciding on the types of DWOVH training

Once the training strategy has been agreed and the training needs are known, the DWO training organizers can decide how to organize the training.

If DWOVH training is needed for many domestic workers, it is useful to train domestic workers leaders and organizers to become DWOVH trainers in training of trainers' (TOT) workshops. After the TOT, the trainees become DWOVH trainers who will train domestic workers in series of half-day DWOVH training events over a period of time. They can also provide DWOVH training as part of specific awareness-raising or educational campaigns.

The first training of trainers (TOT) is best done in one workshop with a duration of 5-6 days or two workshops of 3 days each in a place where participants and trainers can stay together for the duration of the training.

- Participants are DWO leaders, organizers and members, who are interested and committed to training others.
- The group is introduced to several DWOVH training units in the first half of the training and will carry out DWOVH training sessions in small training teams in the second half of the training.
- It is generally difficult for domestic workers to leave their job so it may be necessary for domestic workers and the DWO to talk to their employers, provide them with a DWO invitation to the training and pay allowances to compensate for the lost income for the days they spend at the training.

Making the DWOVH training plan

Once the types of training have been decided, the DWOVH organizers will make the DWOVH **training plan**, often in cooperation with DWOVH trainers. A training plan helps us to set and achieve our goals and can also serve as a project proposal for funding.

A training plan sets out:

- A summary of the training strategy, needs, aims, the main training topics and the expected training outcomes
- The list of participating DWOs and the selection criteria for participants and trainers
- The number and type of training events, the training duration, locations and timing
- Outline of the main training topics
- The division of duties: Who will be responsible for what?
- The training budget.



See Tool 2 for a checklist for training organizers on the planning of training.

Tool 1 : Example questionnaire for DWOVH training needs survey

We (DWO) in (place) are planning training with domestic workers on how to protect ourselves from violence and promote equality in our jobs and lives. Please read the questions and answer by putting a ✓ in the box of your choice for each question. You don't have to write your name.

Questions		Yes	Not sure	No
1	Is violence & harassment a problem for domestic workers in their job ?			
2	Is violence & harassment a problem for domestic workers in their family or marriage ?			
3	Have you heard about violence and harassment happening to domestic workers in your community ?			
4	Have you experienced violence and harassment in your job ?			
5	Have you experienced violence and harassment in your family or marriage ?			
6	Have you heard about equality and rights of women and domestic workers ?			
7	Are you in fear of violence & harassment in your job ?			
8	Are you in fear of physical violence & harassment?			
9	Are you in fear of sexual violence & harassment?			
10	Are you in fear of psychological violence & harassment?			
11	Are you in fear of economic violence & harassment?			
12	Do you experience verbal violence & harassment?			
13	Are you in fear of domestic violence in your family or marriage?			
14	Are you concerned about equality and rights of women and domestic workers ?			
15	Do you know about Domestic Workers Organizations ?			
16	Are you a member or leader of a Domestic Workers' Organization ?			
17	Do you want to know more about equality and rights of women domestic workers ?			
18	Do you want to know more about protecting yourself and other domestic workers from violence & harassment?			
19	Do you want to come to training for domestic workers to learn how to act and fight against violence & harassment?			
20	Do you want to receive training online on how to act and fight against violence & harassment?			
21	What is your age ?		years	
22	What is your sex ?	Woman	Man	Other

Thank you for your answers!

For survey organizers

Name of interviewer/surveyor: Contact number:

Place of interview:..... Date of interview:

Tool 2 : Checklist for Training Organizers: Planning of Training

No.	Tasks in Planning of Training	Yes	No
1	Do I know what are the training needs and interests of domestic workers?		
2	Do I understand the nature of the problems and am I sure these will be addressed by providing training?		
3	Have the priority training needs been identified? Are they clear? Can they be met during the planned training?		
4	Do I have a training strategy and training plan: Do I know what type of training program to organize and how to deliver it?		
5	Am I clear about the training aims?		
6	Have I identified the participants who will most likely benefit from the training and have the potential to share the knowledge and skills from the training?		
7	Have I thought about cooperation with other groups or organizations that may benefit from the same type of training?		
8	Do I have (a team of) trainers?		
9	Will translator(s) and interpreter(s) be needed in the training?		
10	Are the inputs and resources available for this training?		
11	Have I checked the time and place of the training with the participants and the trainers?		
12	Do I have the training program from the trainers?		
13	Have I sent letters of invitation and the nomination forms to participating groups or organizations?		
14	Have I received confirmation of participation and the nomination forms from all participants or participating agencies?		
15	Have I organized and consulted with the trainers on other logistical details, including: <ul style="list-style-type: none"> • Finalization of the list of participants with contact information and other information, including sex, age, education, job and years of experience • Preparation of training materials and handouts for distribution • Checking and confirmation of the training place and facilities • Arrangement for transportation and accommodation for participants • Organization of food and refreshments for the training • Preparation of daily allowance for participants, if any • Confirmation of the availability of the translator(s), if needed • Arrangement for the workshop evaluation and reporting. 		

4.2 Selecting trainers and participants

Training team

Participatory training is **more intensive** than traditional training. In every training that lasts longer than half-a-day, DWOVH training is preferably provided by a training team of 2 rather than 1 trainer only. It is good for participants to learn from different trainers and the trainers take turns in taking the lead in training activities:

- For a 5-6 day TOT workshop, 2-3 full-time trainers are needed.
- For standard 1-3-day trainings, a team of 2 full-time trainers is adequate.

The trainers should be **familiar with the training content** – gender equality, discrimination, violence & harassment, the human and workers' rights of domestic workers and DWO organizing. And they need to **know how to use participatory training methods** and guide group processes. Other resource persons can be invited to discuss specific topics as needed.

In **women-only training workshops**, the trainers should also be **women**. When inviting outside resource persons for specific sessions try to invite women or gender-aware and sensitive men as much as possible. In **mixed training for women and men**, try to have a **mixed training team** too with at least one female and one male trainer. **Avoid common gender stereotypes**, for example, having a male trainer always as the lead trainer and a female trainer always as his assistant.

When the **group of participants is diverse** (sex and gender, language, race, color and ethnicity, religion or migrant status), try to ensure that the **training team is also diverse** with at least 1 trainer with the same language, race, ethnicity, migrant status, cultural or religious background as participants.

Key qualifications and selection criteria for DWOVH trainers are as follows:

- Experience and talent in organizing and advocacy on decent work for domestic workers
- Committed to the promotion of gender and racial equality and human and workers' rights.
- Knowledge and understanding of violence & harassment against domestic workers.
- Know-how to provide participatory training and action-oriented learning.
- Good people, social and communication – speaking and listening – skills.
- Good analytical, planning and organizational skills.

Participants

There are several practical points to think about when DWOs are **selecting participants for training**. Check and agree on the following:

- The overall **majority of domestic workers are women**. So the majority of participants should also be women. Gender equality, violence & harassment are often considered to be sensitive subjects. Therefore, the training organizers may want to decide to conduct women-only training on these subjects.
- Decide on the **total number of participants** before sending out the invitation. For optimal participation, 20-25 participants are ideal. Between 30-35 participants is doable but more than 35 participants will make it difficult to have active and equal participation of everyone.
- If violence & harassment against **child domestic workers under 14 years** is a training priority in your DWO, decide whether it is possible to **organize separate training** for them.

- Ensure a **balanced representation among participants** in terms of sex, age, nominating organization and other criteria, such as language, race, color or ethnicity, race or religion, gender identity or sexual orientation as relevant. This is to allow for **effective voice and representation** of views and perspectives **from all** and to avoid domination of one group over the other in the training.
 - Generally the ratio of representation between different groups - for example, women and men, or migrant and local domestic workers - should range between **40 to 60 %** (per cent) for sufficient voice and balanced representation of the perspectives of the two groups.
 - Ensure a representation rate of **at least one-third of participants from the under-represented group** at the training. Otherwise it will be difficult for them to have sufficient voice.
 - If **capacity building of under-represented groups** is part of the training aims and strategy, **set aside more training places for them**. For example, two-thirds women and one-third men in leadership training for mixed groups, when more women leaders and rolemodels are needed.
 - Avoid **tokenism** or **inviting only 1 or 2 persons** of the under-represented group to make it look as if the training provides 'equal opportunities' to all. This is generally not effective and may be difficult for those in the minority position.
- **Decide on the selection criteria** for nominating **DWOs** and for **training participants** to be nominated to ensure that active and committed domestic workers who are or can become organizers and leaders, attend the training. Be clear and specific about the selection criteria, the profile and number of nominees from each DWO.



See Tools 3 and 4 for example nomination forms for participants of DWOVH trainings.

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Tool 3 : Example Nomination Form for Participants of DWOVH Trainings of Trainers (TOTs)

- 1. Name:.....
- 2. Address and contact information:
.....
Phone number: E-mail:
- 3. Gender Woman Man Other
- 4. AgeYears
- 5. Name of your Domestic Workers Organization (DWO):
.....
- 6. Job:
- 7. Job Tasks:
.....
.....
- 8. What do you do in your DWO:
- 9. How much experience do you have in promoting the rights of domestic workers?
 less than 1 year
 between 1-5 years
 more than 5 years
- 10. How much experience do you have in organizing domestic workers?
 less than 1 year
 between 1-5 years
 more than 5 years
- 11. How much experience do you have as a trainer?
 less than 1 year
 between 1-5 years
 more than 5 years
- 12. What do you expect from this training?
.....
- 13. Any other comments?
.....

DOMESTIC WORKERS ORGANIZE AGAINST VIOLENCE & HARASSMENT (DWOVH)

Tool 4 : Example Nomination Form for Participants of DWOVH Trainings

1. Name:.....

2. Address and contact information:

.....

Phone number: E-mail:

3. Gender Woman Man Other

4. AgeYears

5. Are you going to a school or training institute? Yes No

If yes, explain what type of school or training

If yes, at what level?.....

6. Can you:

Read No Yes, a little Yes

Write No Yes, a little Yes

Make sums No Yes, a little Yes

7. Do you work: Yes No

8. What do you do?

.....

9. Are you a member of a Domestic Workers’ Organization? Yes No

If yes, what is the name of the Domestic Workers’ Organization?

.....

10. Have you ever attended any training for domestic workers:

Yes No

If yes, when?..... where?.....

How long was the training?

Who organized it?

11. What do you expect from this training?

.....

.....

12. Any other comments?

.....

.....

4.3 Designing training programs

The detailed training program is designed by the trainers based on the training plan that has been approved by the training organizers. If a training needs survey was done, the findings should be shared with the trainers.

As mentioned earlier, the design of a DWOVH training program is like **building a house with the training unit activities as building blocks**. This structure helps trainers to adapt the training to the needs of specific groups of participants, and select the most relevant training content and training methods for each group. The session plans for every training unit activity can be made shorter or longer depending on the training aims, participants' training needs, expected training outcomes and the available time and resources.

Full-time training days in trainers training or other workshops include **6 training hours in total per day**. Every training day is divided into **4** blocks of around 90 minutes each with **2** breaks of 30 minutes in the morning and afternoon, and a lunch break of at least 90 minutes. In this way, the training activities can be slightly extended as needed without adapting the overall time schedule.

As **domestic workers** have limited time and usually **only one off-day per week**, DWOVH training is often done on their off-days. This means organizing **1 unit activity** of 1.5-2 hours per off-day, or **2 unit activities** of 3 hours per off-day **for several weeks**.

You can find different ways of designing DWOVH training in the introduction of every Unit in the box on Training Organization. Several example training programs are given here in tool 5 as follows:

1. Short DWOVH training
2. Basic DWOVH training
3. DWOVH training – YES to Gender Equality and NO to Sexual Violence & Harassment
4. DWOVH training – Power and Organizing against Violence & Harassment
5. DWOVH training for Violence Survivors
6. DWOVH training for Case Workers and Peer Supporters
7. DWOVH training for Legal Aid Workers.



See Tool 5 for the example DWOVH programs and Tool 6 for an overview of the DWOVH training content and main methods

Note

- The example training programs in Tool 5 are **examples, NOT blueprints**. They must be adapted and tailor-made to participants' training needs and interests, and the situation at hand for every training.
- Tool 6 is handy for trainers who are familiar with the DWOVH training pack and want to mix and match training activities.
- The training activities from Starting and Concluding Units 1 and 8 have not been included in the below example training programs.
- If all 5 training activities from a Unit are included in an example program, the Unit title is given, for example, U2 Equality and Rights in our Life and Work – 5 sessions

Tool 5 : Example DWOVH training programs

1. Short DWOVH training – for domestic workers		Mins
2.4	Equality and discrimination in our life and work – <i>Game & small group work</i>	120
3.3	Gender-based violence and violence against women – <i>Video & small group work</i>	90
5.2	DWO actions against violence & harassment in Asia – <i>Lap-sit game & roleplays</i>	120
4.5	We empower! – <i>Power exercise in big group & creative arts in small group work</i>	90
		4 Sessions: 7 hours

2. Basic DWOVH training – for domestic workers		Mins
2.4	Equality and discrimination in our life and work – <i>Game & small group work</i>	120
3.2	Violence & harassment and child & forced labor in domestic work – <i>Small group work & warning sign exercise</i>	120
3.3	Gender-based violence and violence against women – <i>Video & small group work</i>	90
3.4	Sexual violence & harassment and gender stereotyping – <i>Brainstorming & roleplays</i>	120
3.5	Domestic violence and institutional violence – <i>Small group work, roleplays & video</i>	90
4.2	Healing from trauma and self-care – <i>5 senses exercise, small group work with gallery walk & life energy exercises</i>	90
5.2	DWO actions against violence & harassment in Asia – <i>Lap-sit game & roleplays</i>	120
4.5	We empower! – <i>Power exercise in big group & creative arts in small group work</i>	90
		8 Sessions: 14 hours

3. DWOVH training: YES to GENDER EQUALITY and NO to sexual violence & harassment – for domestic workers and leaders		Time
U2	Equality and Rights in our Life and Work – 5 sessions	7.30 hrs
U3	What is Violence and Harassment in Domestic Work – 5 sessions	8.30 hrs
4.1	Coping with violence & harassment – <i>Small group work & loving-kindness exercise</i>	90 mins
4.2	Healing from trauma and self-care – <i>Small group work, gallery walk & life energy exercises</i>	90 mins
4.4	What to do against sexual violence & harassment – <i>Small group work & voice-game</i>	120 mins
5.4	Changing mindsets on women’s sexual rights and rights to their own body – <i>Pair discussion & street theatre roleplays</i>	120 mins
5.2	DWO actions against violence & harassment in Asia – <i>Lap-sit game & roleplays</i>	120 mins
		15 Sessions: 25 hours

4. DWOVH training – POWER and ORGANIZING against violence & harassment – for domestic workers and leaders		Time
2.4	Equality and discrimination in our life and work – Game & small group work	120 mins
2.5	Our rights as women and as workers – Musical chairs game, song making & singing	90 mins
U3	What is Violence and Harassment in Domestic Work – 5 sessions	8.30 hrs
4.1	Coping with violence & harassment – Small group work & loving-kindness exercise	90 mins
U5	Collective Actions against Violence & Harassment – 5 sessions	9 hrs
7.1	Laws and DWO actions to fight violence & harassment in domestic work – Small group work with case stories	120 mins
15 Sessions — 25 hours		

5. DWOVH training for Violence Survivors		Time
2.4	Equality and discrimination in our life and work – <i>Game & small group work</i>	120 mins
U3	What is Violence and Harassment in Domestic Work – 5 sessions	8.30 hrs
U4	Protecting Ourselves from Violence & Harassment – 5 sessions	90 mins
5.1	Self and collective care – <i>Trust game & small group work</i>	90 mins
5.3	DWO and DW networking and alliance building – <i>Stringball network exercise & small group work</i>	120 mins
5.4	DWOs changing mindsets on domestic workers' sexual rights – <i>Pair discussion & street theatre plays</i>	120 mins
15 Sessions — 25 hours		

6. DWOVH training for Case Workers and Peer Supporters		Time
2.4	Equality and discrimination in our life and work – <i>Game & small group work</i>	120 mins
U3	What is Violence and Harassment in Domestic Work – 5 sessions	8.30 hrs
4.1	Coping with violence & harassment – <i>Small group work & loving-kindness exercise</i>	90 mins
4.2	Healing from trauma and self-care – <i>5 senses exercise, small group work with gallery walk & life energy exercises</i>	90 mins
4.4	What to do against sexual violence & harassment – <i>Small group work & voice-game</i>	120 mins
5.1	Self and collective care – <i>Trust game & small group work</i>	90 mins
U6	DWO Case Work and Peer Support – 5 sessions	8.30 hrs
5.4	DWOs changing mindsets on domestic workers' sexual rights – <i>Pair discussion & street theatre plays</i>	120 mins
7.1-7.3	Laws, Policies and Practices on violence & harassment in domestic work – 3 unit activities – <i>Small group work</i>	6 hrs
4.5	We empower! – <i>Power exercise in big group & creative arts in small group work</i>	90 mins
20 Sessions — 35 hours		

7. DWoVH training for Legal Aid Workers		Time
U2	Equality and Rights in our Life and Work – 5 sessions	7.30 hrs
U3	What is Violence and Harassment in Domestic Work – 5 sessions	8.30 hrs
4.1	Coping with violence & harassment – <i>Small group work & loving-kindness exercise</i>	90 mins
4.2	Healing from trauma and self-care – <i>5 senses exercise, small group work with gallery walk & life energy exercises</i>	90 mins
4.4	What to do against sexual violence & harassment – <i>Small group work & voice-game</i>	120 mins
5.4	DWOs changing mindsets on domestic workers’ sexual rights – <i>Pair discussion & street theatre plays</i>	120 mins
U7	Laws, Policies and Practices on Violence and Harassment – 5 sessions	9 hrs
4.5	We empower! – <i>Power exercise in big group & creative arts in small group work</i>	90 mins
20 Sessions – 32.30 hours		

Tool 6 : DWOVH training overview: Content and main methods

Unit 1 : Starting a DWOVH training – 3 hours		Mins
1.1	Introduction to DWOVH training program and participants – <i>Introduction exercise</i>	140
1.2	Expectations, contributions, training rules and feedback – <i>Group exercises</i>	40
Unit 2 : Equality and Rights in our Life and Work – 7.30 hours		Mins
2.1	Sex, gender and gender equality – Drawing competition & quiz	90
2.2	What is discrimination and diversity – Roleplays & fruit salad game	90
2.3	Fact or opinion? – Quiz-game	60
2.4	Equality and discrimination in our life and work – Game & small group work	120
2.5	Our rights as women and as workers – Musical chairs game, song making & singing	90
Unit 3 : What is Violence & Harassment in Domestic Work – 8.30 hours		Mins
3.1	Power and domestic workers – <i>Brainstorming, pair & small group discussions</i>	90
3.2	Violence & harassment and child & forced labor in domestic work – <i>Small group work & warning sign exercise</i>	120
3.3	Gender-based violence and violence against women – <i>Video & small group work</i>	90
3.4	Sexual violence & harassment and gender stereotyping – <i>Brainstorming & roleplays</i>	120
3.5	Domestic violence and institutional violence – <i>Small group work, roleplays & video</i>	90
Unit 4 : Protecting Ourselves from Violence & Harassment – 8.30 hours		Mins
4.1	Coping with violence & harassment – <i>Small group work & loving-kindness exercise</i>	90
4.2	Healing from trauma and self-care – <i>5 senses exercise, small group work with gallery walk & life energy exercises</i>	90
4.3	How to handle power struggles – <i>Grounding exercise, roleplays & game in pairs</i>	120
4.4	What to do against sexual violence & harassment – <i>Small group work & voice-game</i>	120
4.5	We empower! – <i>Power exercise in big group & creative arts in small group work</i>	90
Unit 5 : Collective Actions against Violence & Harassment – 9 hours		Mins
5.1	Self and collective care – <i>Trust game & small group work</i>	90
5.2	DWO actions against violence & harassment in Asia – <i>Lap-sit game & roleplays</i>	120
5.3	DWO and DW networking and alliance building – <i>Stringball network exercise & small group work</i>	120
5.4	DWOs changing mindsets on domestic workers' sexual rights – <i>Pair discussion & street theatre plays</i>	120
5.5	DWO action planning against violence & harassment – <i>Brainstorm, idea wall & voting exercise</i>	90

Unit 6 : DWO Case Work and Peer Support – 8.30 hours		Mins
6.1	Recognize and the first response – <i>Brainstorming & roleplays in pairs</i>	120
6.2	Active listening and peer support communication – <i>Roleplays in trios</i>	90
6.3	Our judgements and emotions – <i>Sharing exercise & pair discussions</i>	90
6.4	DWO principles for case work and peer support – <i>Tension releasers & small group work</i>	90
6.5	Peer support conversations and reporting – <i>Big group discussion & phone roleplays</i>	120
Unit 7 : Laws, Policies and Practices on Violence & Harassment – 9 hours		Mins
7.1	Laws and DWO actions to fight violence & harassment in domestic work – <i>Small group work with case stories</i>	120
7.2	Working in our own country: How can we make the laws work for us! – <i>Small group work with checklist</i>	120
7.3	Working in other countries: How can we make the laws work for us! – <i>Small group work</i>	120
7.4	Modern slavery and human trafficking in domestic work – <i>Video & small group work</i>	90
7.5	What type of discrimination is it? – <i>Small group work & video</i>	90
Unit 8 : Concluding a DWOVH training – 3 hours		Mins
8.1	Next steps against violence & harassment in domestic work – <i>Individual and small group work</i>	90
8.2	DWOVH training evaluation and certification – <i>Individual & big group exercises</i>	90

4.4 Preparing for the training

Preparing ourselves

The first thing we, as trainers, must prepare for in a training is ourselves. **Being well-prepared increases our confidence and the quality of our training.** Such preparation starts 4 to 6 weeks before the delivery of the training and finishes in the last days before the training. We need to know:

- What are the training aims and topics?
- What are the expected results of the training?
- Who are the participants and what are their training priorities?
- What is the group size?
- What are the training subjects? Do we need to refresh our knowledge or get the latest updates?
- Have we made the detailed training program already or do we need to make it now?
- When, where and how will we carry out the training?
- What other tasks do we need to do?



See Tool 7 for a checklist for DWoVH trainers on the preparation of training Preparation

Training place

Choosing the right place for a training is important because the type and set-up of the room(s) affect our participants' ability to learn. Action-oriented, participatory training needs physical space to move around, because it involves '**learning-by-doing**'.

When selecting the training place, make sure to:

- Find a **place** that is **convenient and safe** for the participants.
- Visit the place in **advance** to make sure that it is suitable for the types of training activities we are planning to do and the space is large enough to do all activities. If not, find a better alternative.
- Walk around the training venue and inside the training room(s) before the training. Check and **ensure that the group can stand in a full circle, and sit in one big or several smaller circles.**
- Allow for **enough space** to enable participants to move around, and for **easy moving of chairs, tables or mats.**
- Take a seat on the chairs to see if they are comfortable and sit down in various seats or places to check the view.
- Check the following:
 - Can the **walls** be used to **hang flipcharts**. Do we need flipchart stands for use in the room (around 5-8 if participants can write).
 - Can we **show slides on the wall**, or do we need a **screen**? Is there an **Internet connection, a slide projector** and 1 or more **computers**?
 - Is there a need for **translators** and translation equipment?
- Try to **eliminate possible distractions** and ensure:
 - The training place is away from noise and traffic.
 - There is no blockage of view: Everyone can see everyone else in the room.
 - The person sitting on the farthest seat can hear you talking.
 - The air, temperature, light and seating are right for participants.
- If electrical equipment, a sound system and/or Internet access are needed, make sure to **test all electrical equipment well before the session** and make sure it is sufficient and working well (like electrical sockets or slide shows, extension cords, microphones, overhead projector, video player, computer(s), internet connection, translation equipment).

Ensure that there is enough room for the group to stand in a big circle and move around during games and energizers. Key points for setting up the **right seating arrangements** are:

- Participants can sit in one big circle for big group discussions
- Participants can sit and work in small groups easily
- The seating is not fixed and can be changed.
- The seating allows eye contact among trainers and participants.
- The trainer can see all participants and easily walk among them.

Timing and time management

- **Time the training in a period that suits the trainees.**
- Allocate enough time for each training activity, and provide a **break of 30 minutes every 1.5 to 2 hours.**
- **Set a realistic timetable** for the training. Effective learning is intensive, so keep the total training hours to **6 hours per day** (generally **4 sessions of 90 minutes** each spread over the day) and allow for sufficient breaks. This enables participants to informally discuss the training with each other.
- Stick to the time. Make sure that a **presentation or lecture** is not longer than **15-20 minutes maximum**. Cut lectures short if necessary. If you know you tend to speak longer than planned, set a strict time limit for yourself and use your watch for each presentation.
- Plan for a **variety of training methods** in each session because people concentrate better for longer periods if they can participate actively. Ask **open questions** during every presentation. **Ask participants to plan and lead short energizers**, like games and songs.
- The time of day also has effects on the concentration of your participants. Generally, people are fresh and ready to learn in the morning and are less concentrated right after lunch.
- If the time is up before you can finish an active session or a lively discussion, ask the group to agree on whether and for how long to continue. Do not keep people hungry because they will not learn on an empty stomach.
- Make sure with the training organizers that any **opening ceremonies** are **brief** (not more than 30 minutes).

Planning the training activity

A **session plan** is like a **recipe**: It tells you what you need to do in each step of the training process and for how long. Even the most experienced trainers need a recipe and study it in advance, especially if the topics are new.

When preparing the training content, materials and process, it is helpful to pay attention to: **What participants must know and could know**. It is always tempting for trainers to give participants as much information as possible. However, people can not absorb too much information and will stop listening. It is smart to make a session plan around what participants **must know** and build up the training step by step in a logical way.

The **basic parts of each training session** are:

1. **Welcome, introduction and aims** – Start the first morning and afternoon activities with a quick energizer and a recall of the highlights and key messages of the previous day. Always link a new session to the earlier session and briefly explain the aims of the new session.
2. **Participants do an activity and complete a task** – Select a main training activity or exercise for participants to do in each session, so they have a chance to experience, try out, experiment and practice what they are learning.
3. Participants **share feelings and views** about their activity.
4. Participants **analyze** and draw conclusions or key points from the experience
5. Always finish a session with the **key messages**: What participants must know.

Prepare the training materials

Every trainer needs to prepare for every training activity beforehand. **Read the session plan, the slide show, the handouts and the info note.** Prepare:

- The **materials** ranging from basic stationeries like pens, papers, markers, scissors and tape, to flipcharts and stands.

- The training aids, including the handouts for participants, the Info note and the set-up of the slide show.

Each DWOVH training activity provides the necessary materials and training aids but they may need to be adapted to suit the needs of your target audience and/or photocopied for distribution to the participants.

Before each training session, you need to check:

- Are the language, types and quality of the **visual aids** appropriate for them?
- Do you have **enough copies** of all training materials for all participants?
- Do you have alternative materials or exercises in reserve in case the need arises to change the training program?

When working with a large training team, or when working with different trainers during a training series on the off-days of domestic workers, it may be handy to make a **training flowchart** for the entire series of training activities and session plan. A flowchart sets out the content, logistical details and who will do what in a way that is easy to follow. It can help to make sure that the workshop runs smoothly.



See Tool 8 for an DWOVH training flowchart example and a blank form for use.

Training report

Writing a report about the training is usually part of every training to serve as a **reference for future action**, and for **the record** of the DWO and its donors.

Different types of reports usually require different formats. Writing reports is difficult for many but the **task is easier with planning ahead**. The first step is to decide **what type of report is needed for the training** that you are organizing, by asking the following questions:

- Why is the report needed?
- Who is the report for?
- Does it need to be in a special format or style?
- Who will be responsible for taking notes during the training? Assign trainers and/or participants to take turns doing this.
- Who will write the report?
- Who will review, check and approve the report before distribution?
- Who will distribute it?
- If someone needs to be hired to prepare the report, has this been included in the budget and organized?
- Is there a deadline for the report?

Preparing and writing a report is usually a team effort. To ensure that the work will be done, clearly identify who will take responsibility for what. The process of report writing involves the following steps:

1. **Collect information:** the basic training information (Information note, program and list of participants), session notes, groupwork outcomes, evaluation outcomes and any training highlights.
2. **Organize the information:** Decide how to organize the information: by topic, objective or day of the training and make an initial outline of the report.
3. **Analyze the information:** Identify key issues in the training, participants' learning process (how they learned and what they were particularly or least interested in), key findings and lessons learned.
4. **Write-up the report:** A good report should be clear and concise and cover only important information. Writing in chronological order by listing all the training activities and who did them is not recommended as this usually results in very long reports.
5. **Check and review the report:** Once drafted, the report should be checked, reviewed (and usually edited for better reading) by one of the trainers to make sure that the information is correct and no important information is left out.



See Tool 9 for an example of a training report outline.

Tool 7 : Checklist for DWoVH Trainers: Training Preparation

No	Trainers' Tasks in Training Preparation	Yes	No
1	Am I clear about the training aims?		
2	Do I have the following information about my participants? <ul style="list-style-type: none"> • Total number • Age groups (children, teenagers, young adults, adults, middle age) • Numbers of women and men participants • Education, work, experience and other backgrounds 		
3	Are there any participants with specific needs (special gender or cultural considerations, members of ethnic minorities/tribal groups, people with disabilities or other special circumstances) and are these needs addressed?		
4	Have I checked with the training organizer about the place and timing of the training?		
5	Has the training program and schedule been developed?		
6	Have I discussed with the other trainers (if any) about the content, training program, training methods, and division of work in the preparation and the delivery of the training?		
7	Have I included participatory training methods that are suitable for the participants?		
8	Have I developed or adapted the session plans and the training materials for this group of participants?		
9	Am I clear about the key messages (what your participants must know) for each training session?		
10	Are the training aids and materials appropriate for the learning style of the participants, and are they available in sufficient numbers?		
11	Do I have games and exercises for energizers and group dynamics?		
12	Do I have the training feedback and evaluation forms for getting participants' feedback about the training?		
Before the training starts:			
13	Have I checked if all the logistical arrangements are in good order before the training starts, like the training place, rooms and other facilities, and training materials, food and drinks?		
14	Are the seating arrangements suitable for the training?		
15	Are my notes and all training materials ready for use?		
16	Is the electricity, internet and wifi working? Is all the electrical equipment (computer, sound system, microphones, headsets) working?		

Tool 8 : DWOVH training flowchart: Example

Domestic Workers Organize against Violence & Harassment Training					
- dates and place -					
Date/Time	Session/Topic	Exercise/Activity	Seating	Equipment/Materials	Responsibility
1 March					
8:00-8:30	Registration			1 folder of training materials for each participant	Staff 1
8:30-9:00	Opening ceremony	Welcome remarks in big group	Plenary/Circle of chairs	-	DWO leaders
9:00-9:30	BREAK				
9.30-11.30	Unit 1.1: Introduction to program and participants	<ul style="list-style-type: none"> - Walk-around, pair interviews in big group - Introduction of participants with gender scan - Introduction of program, training principles 	Open space for walk-around Circle of chairs	1 copy of DWOVH Information Note, Training Program and List of participants for each participant	Trainer 1
11:30-13:00	LUNCH				
13:00-13:40	Unit 1.2 Expectations, contributions, training rules and feedback	<ul style="list-style-type: none"> - Expectations and contributions - Agreement on training rules - Feedback and selecting of Ears and Eyes for 2 March 	Circle of chairs	Flipchart paper, 4 pieces of 4"x6" paper and a marker for each participant	Trainer 2
13:40-14:30	Unit 2.4 Equality and rights in our life and work	<ul style="list-style-type: none"> - Equality and discrimination in our life and work - Game in big group 	Open space for game		Trainer 1
14:30-15:00	BREAK				
15:00-16:20	Unit 2.4 continued	<ul style="list-style-type: none"> - Small group work - Reporting, discussion and key messages in big group 	Small Group seating Big group seating	10-20 pieces of flipchart paper, 2-3 rolls of masking tape, markers for small groups 2 flipchart stands	Trainer 1
16:20-16:30		<ul style="list-style-type: none"> - Key messages - Feedback 			Trainer 2

Tool 8 : DWOVH training flowchart: Blank

Domestic Workers Organize against Violence & Harassment Training					
- dates and place -					
Date/Time	Session/Topic	Exercise/Activity	Seating	Equipment/ Materials	Respon- sibility
Date					
08:30-10:00					
10:00-10:30	BREAK				
10:30-12:00					
12:00-13:30	LUNCH				
13:30-15:00					
15:00-15:30	BREAK				
15:30-17:00					

Tool 9 : Example of a training report outline

Title Page

Title, place and time of training, authors of report and preparation date

Table of Content

with page numbers

Summary of Training Outcomes (2-3 pages)

By training aims, training topics or training day

Conclusions and Recommendations (1 page)

Key findings, main training outcomes, lessons learned, summary of evaluations by participants and trainers

Annexes:

1. Actual training program
2. Actual list of participants
3. Outputs from participants such as results of group work and action plans
4. Results of evaluation or feedback of the training by participants
5. Trainers' evaluation on the training content and processes
6. Media records such as photographs, audio and video records
7. List of main training materials and handouts used during the workshop (optional)

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