

Session 1

Introduction and Objectives of Training

Time: 2 hours

Preparation

Purpose of the Session

This session has two aims: to introduce participants to each other in a relaxed environment and help them to get to know each other; and to familiarise participants with the objectives of the training and discover their expectations. This session will help the trainer to determine the content for discussion and the time required through participatory discussions with the trainees.

Learning Objectives

By the end of the session the participants will

- understand each other
- know the objectives of the training
- have shared their expectations from the training
- have developed a consensus on the rules for the total training period

Session Content

- A. Introduction of participants
- B. Collection of expectations from the training
- C. Training objectives
- D. Training rules

Materials

Meta cards (approximately 6 x 8" or 14 x 20 cm pieces of coloured card), flipcharts (or other large sheets of plain paper), markers, coloured pens, masking tape, a chalkboard and chalk, white board, or overhead projector and transparencies, soft board with map or thumb pins, a basket

Handouts

1A Training Objectives

Trainer's Preparations

Collect together the materials and handouts for the session. Prepare pairs of cards (or pieces of paper) and write on each half of a proverb, or half of some other suitable well-known phrase or sentence or pair of words (eg the early bird – catches the worm; hot – cold). Write the training objectives in large letters on flipchart paper. Write the training schedule in large letters on flipchart paper.

Activities

A. Introduction of Participants

Step 1

- The trainer/s welcome the participants

Step 2

- Assemble the participants and ask each one to pick one of the cards with half a proverb/phrase from the basket. Ask each participant to find their 'pair', the person with the other half of their card.
- Ask each pair to note down each other's name, address, work, and interests. Then ask each person to introduce their partner to the group.

B. Collection of Expectations

- Distribute three to four meta cards to each participant and ask them to write down their expectations of the training (one expectation per card). Group the cards according to topic headings and stick them on the board or the wall. Focus these expectations accordingly.

C. Training Objectives

- Hang the objectives in Handout 1A 'Objectives of the Training' written on flipchart paper on the board or wall, next to the expectations of the participants. Compare the expectations with the objectives of the training and make the purpose and objectives of the training clear to the participants. Clarify what can be met, and what cannot be met. This exercise will make the training more comfortable and help reduce possible over-expectations from the training. Distribute Handout 1A.
- Put the training schedule written on flipchart paper on the wall and ask the trainees to copy it into their notebooks.

D. Training Rules

Step 1

- Divide the participants into two groups by assigning odd and even numbers around the room. Ask each group to think about appropriate rules for the training period so that each participant gets time to speak and participate in the training, unnecessary discussion is controlled, and the training period is lively and fruitful.

Step 2

- Reassemble the participants in a plenary session and ask a representative from each group to present their group's list of rules. Develop a single list that all participants feel comfortable with. Hang the rules on the wall to remind participants of them each day. Typical rules might be:
 - take it in turns to speak
 - fix a time for arrival and departure
 - do not interfere or interrupt when someone else is speaking
 - do not disclose individual confidences
 - do not take the discussion personally or as a point of accusation

Trainer's Notes

The rules are fixed to facilitate the training with a view to obtaining equal participation of each individual in a participatory way. The participants will come from different backgrounds and have cultural or individual differences that will influence the atmosphere of the training. Setting rules will encourage all participants to behave as equal partners in the training programme.

1A Training Objectives

- To provide participants with a basic understanding of gender roles and the division of labour in society as a major factor in women's heavy workload, especially in water and energy management at the household level.
- To develop an understanding of the concepts and tools/approaches for analysing the roles, relationships, and situations between men and women and how they affect the lives of women from a gender perspective.
- To provide knowledge on participatory action research techniques dealing mainly with community mobilisation, needs assessment, and organisational capacity building to conduct pilot activities in the local context.
- To provide an insight into the productive use of time for income-generating activities, sources of micro-finance, and the concepts of group savings and credit schemes, revolving funds and loan management for rural women in work-related areas.
- To develop a participatory, gender-sensitive action plan for designing, planning, and implementing community-based projects in a rural setting.

