

HERrespect Curriculum

Joint Sessions



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Some exercises in this worker's manual were adapted from *Promoting Gender Equity and Diversity: A CARE Training Curriculum for Facilitators* (CARE), *Yaari Dosti: Young Men Redefine Masculinity* (Population Council), *Building Intergenerational Relationships to Mitigate Gender-Based Violence and Promote Family Health* (Dil Mil), *Women's Economic Empowerment Initiative's Women in Factories Program - Foundational Training Curriculum* (CARE and Walmart Foundation), and *Program M* (Promundo).

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Overview of HERrespect

Promoting Positive Gender Relations in Bangladesh's RMG Sector

Different forms of violence against women disempower female workers and affect productivity and morale. BSR's HERrespect takes a holistic approach — linking international buyers and their supplier factories to local NGOs — to promote positive gender relations in the workplace and family.

Why HERrespect?

In spite of economic opportunities for advancement, women workers in the global supply chain are still at risk of different forms of harassment in the workplace: between 40 to 50 per cent of women experience some form of harassment at work¹. Women, most of them young and migrants from rural areas, are prone to workplace violence because of an interplay of social norms which condone violence against women (VAW), unbalanced power dynamics between managers and workers, inequitable gender attitudes, and poor awareness and execution on legal and compliance requirements.

Many middle management, mostly men, do not possess essential skills to manage workplace relationships; they also have difficulty behaving appropriately in a high-pressure environment, and may find harsh disciplinary actions an easy and accepted way to get workers to be more productive.²

Many female workers also experience violence at home and in other intimate relationships.

Violence against women not only a violation of rights and leads to long-term negative impact on women's physical health, mental health, and general well-being, it is also costly for the workplace due to the loss of productivity and increase in turnover and absenteeism.

What is HERrespect?

With the support and technical assistance from [What Works to Prevent Violence against Women and Girls Global Program](#) (an initiative supported by DFID, UK government's Department for International Development), BSR develops HERrespect to build harmonious workplace to prevent and address violence against women, by partnering with companies and their suppliers through participatory training and factory policy development.

The 12-month workplace-based program aims at preventing and addressing violence against women by building harmonious workplaces in the RMG industry through the following interventions:

- » Training for middle management, female workers, and male workers on gender equitable attitudes and relationships and interpersonal skills to prevent and address workplace harassment and intimate partner violence.
- » Factory-wide campaigns on prevention and response to violence.
- » Guidance on best practices and policies to prevent and address sexual harassment.
- » Providing information on service providers for women in need – shelters, legal advice, health services, counselling, etc.
- » Mobilize local business action to prevent and address sexual harassment.

¹ ITUC. 2015. *Gender-based violence at work*. Available at <http://www.ituc-csi.org/gender-based-violence>

² Better Work. N.D. *Garment Factory Characteristics and Workplace Sexual Harassment*. Available at <http://betterwork.org/global/wp-content/uploads/Research-Brief-Sexual-Harassment-LR-Rnd5-4.pdf>

Why Workplace-Based Trainings?

Women represent between 60 and 80 percent of the global export manufacturing labor force and 70 percent of the agricultural labor force. Working directly in workplaces provides an entry point to shift workplace practices, transforming them to recognize gender equality as a business priority, and to reach workers' families and communities. The workplace can act as an incubator for dialogue between men and women on the underlying issues that lead to violence, and also provides a space to reach women who, despite gaining financial independence, are still at risk.

HERrespect Methodology

Methodology

The HERrespect program methodology focuses on the following guidelines:

- » **Create a safe, friendly environment for learning:** To ensure that participants are comfortable in sharing and learning, HERrespect will maintain a safe and respectful learning environment.
- » **Practice good communication skills:** HERrespect facilitators are trained facilitation to ensure that participants learn material and also feel safe, listened to, and confident enough to voice their questions without judgment.
- » **Participatory and reflective learning:** Unlike conventional trainings where a facilitator may tell or teach a participant about a specific topic, HERrespect uses a participatory and reflective methods to ensure that the trainings can lead to changes in attitudes and behavior.
- » **Reaching both workers and managers:** Raise awareness on gender relations and build interpersonal and communication skills for both workers and managers through peer group trainings tailored to the everyday challenges and needs of each group.
- » **Engaging both women and men:** To encourage discussion and reflection on gender relations, power, and violence in their day-to-day lives, peer group sessions are held for managers, female workers, and male workers.
- » **Encouraging dialogue between workers and managers:** To encourage dialogue and to promote a harmonious workplace, managers, male workers, and female workers engage in joint sessions that build on the foundations developed in the peer group sessions.
- » **Tailor content:** To help participants acquire and retain as much knowledge as possible, the training content is tailored to the cultural context, education level of participants, and accounting for their level of literacy.
- » **Enhancing workplace systems:** The HERrespect team will assess and provide advice on the harassment policy of the workplace, improve the prevention and redressal of violence against women, and help establish and/or improve the anti-harassment committee.
- » **Measuring outcomes and impact:** A combination of qualitative (interviews and focus group discussions) and quantitative methods (i.e. surveys) are used to measure the impact of the various HERrespect interventions.

Joint worker-management session 1: Joys and challenges of working in a factory

90 minutes



Overview

This is a guide about how to facilitate a 90-minute session for a representative group of the HERrespect participants to come together and share and reflect on the learnings from HERrespect so far, and reaffirm the “Change Makers” concept. For this first joint session, the participants will collectively reflect on everyone’s experience of working in the factory, including both joys and challenges, in order to build a better understanding of everyone’s experiences in the factory, in order to improve relationships, build respect, improve our working experience and thereby our lives.

Who should attend?

This training is best used in groups of 25, with 10 participants from management, 10 from the female workers groups and 5 from the male workers groups (those who have received HERrespect training). Please note that not everyone who receives the training will be able to participate in the joint sessions. We recommend that at the end of module three the groups nominate representatives. It is important that the same people attend all three joint sessions as it is also about relationship building.

When should this first joint session be held?

This session should be held after module 3 and before module 4.

What Is Included?

This guide includes a proposed training **agenda**, the **materials** needed to conduct the training, and **examples** of what you could say while training.

Facilitating HERrespect

Ideally before you begin working with this module you should attend a training course. HERrespect training demands a number of skills. These include: experience in participatory learning approaches, facilitation, communication and counseling skills, gender awareness, masculinity, open-mindedness, creativity, imagination – and humor.

It is important that you work through the material even if it seems familiar to you. Unlike much other training, your main purpose is not to deliver information, but actively facilitate. As a facilitator you must summarize and draw conclusions from each exercise and enable participants to summarize what they learn from each session. You also must be able to challenge. The key to building participants’ knowledge through participatory processes is being able to challenge what is said in the groups in a way that makes participants think, rather than just saying that “you are wrong”. It is very important to do this as a facilitator as otherwise the group environment can potentially reinforce unhelpful attitudes or popular myths.

How Do I Use the Document?

Facilitator's Tips provide helpful information about how to conduct a session. Facilitator's Tips provide guidance on how to encourage participation or how to adapt a training to respond to differences in beliefs or behaviors in different places

Trainer's Tips

Participation of management: Management representatives from the workplace will be asked to officiate the program. This should not take more than 5 minutes. After the opening, facilitators should ask the management to leave, in a diplomatic manner. This will allow participants to participate more actively in the session.

Training room arrangement: Make sitting arrangements according to the size of training room. Avoid using chairs if there is shortage of space. Sitting in a Circle or U-shape is mostly preferred during training.

"My Dream" Three-Hour Training

Open the Training

Time: 40 minutes

TRAINER: Open the training by (1) introducing the trainer and participants and (2) introducing the subject.

1. Welcome and introduction (15 minutes)

Inform factory management in advance the exact time to start the workshop, but allow at least 10 minutes to gather all participants.

Open the training by introducing yourself. *"Today we are here to talk about a new and different program in your factory. Before going into details, we need to get to know each other. We might know each other as peers, but today let's try to find out a little more through an interesting game."*

2. Getting to know each other (25 minutes)

Ask the participants to sit in a circle and make sure that everyone, including the facilitator, is seated at the same level, either on chairs or on the floor.

Introduce yourself along with your organization to the participants and once again thank everyone for participating in the HERespect training.

Keep the small slips of paper used for pairing in a bowl or tray and ask all the participants to pick one slip from the bowl. Make sure that each participant gets one slip.

How much time you need for each session is indicated at the beginning of every

Text in Italics provide an example of what a facilitator could say in a session.

Numbered items show the order of tasks to be completed by the facilitator.

Facilitator's Tips

Be prepared: Before starting the training it is important that you familiarize yourself with the training agenda, review and understand the key lessons, and gather materials for the training.

Prepare the location: Think about where you are going to have the training. It is best that the training be conducted in a quiet location without distractions.

Plan the timing: Consider the best timing for the training. If possible, it is best to conduct the training when the participants are alert. Having training after work or before meals may not be as effective because the participants might be too tired or too hungry.

Prepare for the Training

Agenda

There are two objectives of this first joint session which is building upon the first three sessions. First, participants will share what they have learned and reflect together as a group. Second, it will provide a space for the participants to collectively reflect on everyone's experience of working in the factory.

The facilitator's role is to encourage the participants to think about how our understanding of gender affects all aspects of our lives, including our relationships with one another as workers, managers and husbands and wives. Before facilitating this joint session, familiarize yourself with the objectives of the first three modules and the agenda of the training. The one and a half hour training agenda below provides guidance on how much time you should spend on each section of the training.

Time	Topics
15 minutes	Welcome to the joint session
10 minutes	Broken telephone
50 minutes	Joys and challenges of working in a factory
15 minutes	We as 'Change Makers'

Gather Materials

The materials listed below will be used during the training:

- » Flip charts
- » Markers
- » Three "Joys and challenges" flip charts

Opening the first joint session

Time: 25 minutes

FACILITATOR: In this introduction, welcome the participants to the first of three joint sessions. Explain the objective of bringing together female workers, male workers, and management to a joint discussion. Also, an ice breaker will be used to get the participants warmed up for the key activity.

1. Welcome to the joint session (15 minutes)

Welcome everyone to this new type of session and thank everyone for coming. Remind the participants of the importance of attending the training as well as this joint session regularly. Reiterate that modules are interconnected with this joint session and being absent will affect the learning process.

Explain to the participants that they have come together in this joint session to share their learnings, reflections, and discussions from the HERrespect training among all the participants of the different workshops: female workers, male workers, and management.

Remind them that so far in the training, they have reflected upon their personal goals and they have learned and practiced key communication skills through the use of body language, active listening, assertive communication using “I” statements. And in the last training, they reflected on and discussed the challenges that women and men face as a result of how they are expected to behave at home, at work, and in society, and how this differs for women and men.

Remind the participants that the same ground rules they have in the trainings apply in the joint sessions. Remind the participants of the importance of being non-judgmental, respecting the opinions of the other participants, being attentive and actively listening. Remind them that the stories being shared in these sessions are confidential and they should respect this and not repeat these stories.

Before we start the first joint session, the participants should go around the room and introduce themselves to the group by stating their name, what they do in the factory and their favorite activity. The facilitator can start.

Explain to the participants that they will start this joint session with a fun game called “Broken telephone”.

2. Broken Telephone (10 minutes)

Explain to participants that we will now play a game. Ask the participants to stand in a line. In this game, the facilitator will whisper a phrase to a participant and invite them to whisper to the next person so that it cannot be heard. Everyone will continue to whisper the same phrase to their neighbor until the last person repeats the phrase aloud to the

Facilitator’s Tips

Training room arrangement:

Make sitting arrangements according to the size of training room. Avoid using chairs if there is shortage of space. Sitting in a Circle or U-shape is recommended for the training.

Maintaining a safe space:

It may be more challenging to maintain a safe space outside their peer groups. Be sure to remind the participants that the ground rules for having a safe and open discussion.

entire group. Ask the first person who was told the message whether that is the correct phrase.

Errors will typically accumulate in the retellings, so the statement announced by the last player differs significantly, and often amusingly, from the one uttered by the first.

Ask the participants if they can explain how the message can change from one person to the other. Ask them to think about what they learned about active listening and about communication.

Explain to them that messages are often lost through indirect communication and poor listening. Conclude by saying that this game reminds us of the importance of good communication. Remind the participants that bad communication can lead to the loss of messages, and sometimes, these can be very important messages.

Thinking about our relationships in the factory

Time: 50 minutes

FACILITATOR: The purpose of this activity is to open the space to allow the participants to understand the different roles they have in the factory.

3. Joys and challenges of working in a factory (50 minutes)

Explain to the participants that they will now engage in an open discussion on the joys and challenges of working in a factory. Ask the participants to recall the discussions they have had in their own peer groups on their experiences in the workplace. Explain to the participants that the purpose of this exercise is to further enhance the existing relationships in the factory through a better understanding of the different roles and experiences they each have. Remind the participants about all the communication skills they have reflected upon and practiced in the first two modules:

- » The use and impact of your own body language
- » Active listening
- » Differences in styles of communication
 - We try to avoid: passive, aggressive, manipulative communication
 - We try to use more assertive responses using “I” statements

Divide the participants by their peer groups (female workers, male workers, and management). Explain that they have 10 minutes to have a short discussion amongst their peers on the joys and challenges they experience working in a factory.. Provide each group with a flip chart to write down their ideas.

After the group discussions, invite the participants to sit in a U-shape to ensure that they can make eye contact with one another. Ask the groups to take turns and present some of the joys and challenges they have working in a factory. Remind the other participants who are listening that it would be great if everyone could listen and speak respectfully.

Thank the groups for their presentations. And thank the participants for sharing their

Facilitator's Tips

Make sure that you tell the participant a phrase that is simple and funny. Make sure you include elements into the phrase that can lead to misunderstanding and miscommunication.

For example, you should use phrases that contain numbers, adjectives, or colors.

Some examples may include:

- “I have seven singaras in my pocket”
- “My daughter has two purple cats”

Facilitator's Tips

Before this joint session, the facilitator should prepare three flip charts. Divide the flip chart in two parts: joys and challenges.

thoughts and feelings.

End the activity by reflecting with the participants and noting that from the discussions we can see that we all experience joys and challenges working in a factory. Ask them what they have seen during this exercise.

Share with the participants that although we all may face different challenges and joys at work, there are steps we can take to further improve our relationships in the workplace to bring about more joy while reducing the number of challenges. (Refer to some of the suggestions the participants have given to minimize the challenges and maximize the joys question three above). One of the first steps is to acknowledge that we all have our own joys and challenges, which is what we have done in the discussion by actively listening and identifying the surprising/new things we learned from each other's experiences.

Empowering our Change Makers

Time: 15 minutes

FACILITATOR: During this time, the facilitator will encourage the participants to think of how they can take make positive change in themselves and in their communities as Change Makers of HERrespect.

4. How to be a Champion (15 minutes)

Conclude today's joint session by reflecting with the participants that as Change Makers, we have to be understanding of all our different realities as women, as workers, and as managers. Ask the participants whether the groups could think about violence against women and whether they could agree that this is unacceptable, and that Change Makers should try to put an end to it.

Ask the group to reiterate the key role of the Change Makers. If they do not say this the facilitator could wrap up with the following comment: a Champion is a role model for respect and partnership between women and men in the family, workplace and in the community. A champion does not use violence or support violence in the family or in the workplace. A champion teaches and inspires others at home, in their workplace, and in their communities to be equally loving, non-violent and powerful.

Change Makers should start by seeing a change in themselves. Ask the participants to share one thing they have learned so far in the training and the first joint session. Ask them to note it down in their notebooks, once a few people have shared thank them and then ask:

» What am I going to change about myself?

After seeing change in ourselves, we have responsibilities to bring about positive change by inspiring others. After today's joint session and after hearing about the joys

and challenges that face workers and management in the factory, ask the participants to reflect on one action they can take to make their day at work better. Ask two or three volunteers to give a response to the following question:

- » What is one message I will spread in the factory based on what I have learned so far in the training?
- » What is one action I will take to reduce some of the challenges facing my colleagues (female workers, male workers, and management) in the factory?

For the participants that have not answered or have not volunteered to answer, ask them to write down their responses in their notebooks.

Tell them that they will have an opportunity to share what they have written down in their notebooks with the joint session group at our next meeting.

Thank the participants for coming to this first joint session and ask the participants to give a round of applause to thank one another for their contributions.

Joint worker-management session 2: Building respectful relationships

90 minutes



Overview

This is a guide about how to facilitate a 90-minute session for a representative group of the HERrespect participants to come together and share and reflect on the learnings from HERrespect so far, and reaffirm the “Change Makers” concept. For this second joint session, the participants will collectively reflect on power, relationships, and violence. In doing so, they may build a better understanding of everyone’s experiences in the factory, in order to improve relationships, build respect, improve our working experience and thereby our lives.

Who should attend?

This training is best used in groups of 25, with 10 participants from management, 10 from the female workers groups and 5 from the male workers groups (those who have received HERrespect training). Please note that not everyone who receives the training will be able to participate in the joint sessions. We recommend that at the end of module three the groups nominate representatives. It is important that the same people attend all three joint sessions as it is also about relationship building.

What Is Included?

This guide includes a proposed training **agenda**, the **materials** needed to conduct the training, and **examples** of what you could say while training.

Facilitating HERrespect

Ideally before you begin working with this module you should attend a training course. HERrespect training demands a number of skills. These include: experience in participatory learning approaches, facilitation, communication and counseling skills, gender awareness, masculinity, open-mindedness, creativity, imagination – and humor.

It is important that you work through the material even if it seems familiar to you. Unlike much other training, your main purpose is not to deliver information, but actively facilitate. As a facilitator you must summarize and draw conclusions from each exercise and enable participants to summarize what they learn from each session. You also must be able to challenge. The key to building participants’ knowledge through participatory processes is being able to challenge what is said in the groups in a way that makes participants think, rather than just saying that “you are wrong”. It is very important to do this as a facilitator as otherwise the group environment can potentially reinforce unhelpful attitudes or popular myths.

How Do I Use the Document?

Facilitator's tips provide helpful information about how to conduct a session. Trainer's Tips might provide guidance on how to encourage participation or how to adapt a training to respond to differences in beliefs or behaviors in different places or among different groups of people. Trainer's Tips have been gathered from training professionals.

Trainer's Tips

Participation of management: Management representatives from the workplace will be asked to officiate the program. This should not take more than 5 minutes. After the opening, facilitators should ask the management to leave, in a diplomatic manner. This will allow participants to participate more actively in the session.

Training room arrangement: Make sitting arrangements according to the size of training room. Avoid using chairs if there is shortage of space. Sitting in a Circle or U-shape is mostly preferred during training.

"My Dream" Three-Hour Training

Open the Training

Time: 40 minutes

TRAINER: Open the training by (1) introducing the trainer and participants and (2) introducing the subject.

1. Welcome and introduction (15 minutes)

Inform factory management in advance the exact time to start the workshop, but allow at least 10 minutes to gather all participants.

Open the training by introducing yourself. *"Today we are here to talk about a new and different program in your factory. Before going into details, we need to get to know each other. We might know each other as peers, but today let's try to find out a little more through an interesting game."*

2. Getting to know each other (25 minutes)

Ask the participants to sit in a circle and make sure that everyone, including the facilitator, is seated at the same level, either on chairs or on the floor.

Introduce yourself along with your organization to the participants and once again thank everyone for participating in the HERrespect training.

Keep the small slips of paper used for pairing in a bowl or tray and ask all the participants to pick one slip from the bowl. Make sure that each participant gets one slip.

How much time you need for each section is indicated at the beginning of every section.

Italics (slanted letters) provide an example of what a trainer could say in a session.

Numbered items show the order of tasks to be completed by the trainer.

Facilitator's Tips

Be prepared: Before starting the training it is important that you familiarize yourself with the training agenda, review and understand the key lessons, and gather materials for the training.

Prepare the location:

Think about where you are going to have the training. It is best that the training be conducted in a quiet location without distractions.

Plan the timing: Consider the best timing for the training. If possible, it is best to conduct the training when the participants are alert. Having training after work or before meals may not be as effective because the participants might be too tired or too hungry.

Prepare for the Training

Agenda

The main objectives of this second joint session after completing five modules are twofold. First, participants will share what they have learned and reflect together as a group. Second, this joint session will enable participants to meet and reflect on their experiences of power, relationships, and violence. Before facilitating this joint session, familiarize yourself with the objectives of the first five modules and the agenda of the training. The one and a half hour training agenda below provides guidance on how much time you should spend on each section of the training.

Time	Topics
10 minutes	Welcome to the joint session
15 minutes	Ice breaker
50 minutes	Building respectful relationships
15 minutes	We as 'Change Makers'

Gather Materials`

The materials listed below will be used during the training:

- » Papers with roleplay scenarios

Facilitator's Tips

Training room arrangement:

Make sitting arrangements according to the size of training room. Avoid using chairs if there is shortage of space. Sitting in a Circle or U-shape is recommended for the training.

Maintaining a safe space:

It may be more challenging to maintain a safe space outside their peer groups. Be sure to remind the participants that the ground rules for having a safe and open discussion.

Opening the second joint session

Time: 25 minutes

FACILITATOR: In this introduction, welcome the participants to the second joint session. Explain the objective of bringing together female workers, male workers, and management to a joint discussion. Also, an ice breaker will be used to get the participants warmed up for the key activity.

5. Welcome to the joint session (10 minutes)

Welcome everyone to this second session and thank everyone for coming. Remind the participants of the importance of attending the training as well as this joint session regularly. Reiterate that modules are interconnected with this joint session and being absent will affect the learning process.

Explain to the participants that they have come together in this joint session to share their learnings, reflections, and discussions from the HERrespect training among all the participants of the different workshops: female workers, male workers, and management.

Remind the participants that the same ground rules they have in the trainings apply in the joint sessions. Remind the participants the importance of being non-judgmental, respecting the opinions of the other participants, being attentive and actively listening. Remind them that the stories being shared in these sessions are confidential and they are not to repeat these stories.

Ask if any participants have successfully promoted the HERrespect messages to someone at homes, in their workplace, or their communities since the last joint session. Invite a few of the participants to share their stories with the group. Ask if the participants are willing to share their story with their factory as Change Makers on the HERrespect wall of fame.

Tell the participants that they will start this joint session with a fun game called "Name of ice breaker".

6. Exciting ice breaker (15 minutes)

Explain to participants that we will now play a fun game.

Changing our relationships from unhappy to happy

Time: 50 minutes

FACILITATOR: The purpose of this activity is to allow the participants to use roleplay to start discussions and reflections on power, relationships, and violence in the workplace.

7. Building respectful relationships (50 minutes)

Explain to the participants that they will now engage in a roleplaying exercise. Just as they have practiced in their peer groups, they will now use the skills and knowledge they have gained from the training to build respectful relationships.

Facilitator's Tips

De-rolling

Be sure to de-roll from the roleplaying exercise. Ask the participants to state their name, their position in the factory, and one thing they are good at. For example, "I am Farhana and I am a sewer in line 12. I am good at singing."

On the discussions

To help the participants come up with some advice, remind the participants about the different skills they learned in module 4 and 5 to prevent violent responses. Encourage the participants to think about using assertive responses, how we can manage stressful situations, and how we can communicate our anger and frustration in healthy ways).

Divide the participants into groups of four to five. Ask the participants to develop a short roleplay depicting a violent situation in the workplace. The participants must roleplay a character that is different from who they are in real life. Within the group, at least one participant will act as the female worker and the other will act as the manager. The facilitator should remind the roleplayers that their roleplays should be short and not too complicated. Remind the participants to think about the stressful situations they have identified that could lead to these difficult situations.

Give each group at least five minutes to decide what they will do, what roles each will have and to prepare the roleplay.

Invite each group in turn to act out the roleplay. Once they have completed it and you have thanked them, ask the participants who have watched it:

- » Is this realistic?
- » Does it happen in this factory?
- » What does the person using violence intend?
- » How does the victim feel?
- » How do the other people feel and what can they do?
- » What could be done to stop the violence and make sure it does not happen again?

Go through each group in turn and then bring everyone back into the main group. Ask: how did it feel to be a 'manager' for the moment? How did it feel to be a male workers? A female worker? What can we learn from this exercise?

Conclude the activity by explaining that we all have a role to play in combating violence against women. Remind the participants that as we discussed from this exercise and in our training, there are other ways of communicating other than using violent means. And as Change Makers, this is the message we should be bringing to our peers and promoting in our workplaces.

Empowering our Change Makers

8. How to be a Champion (15 minutes)

Conclude today's joint session by explaining to the participants that as Change Makers, they have a duty to prevent and eradicate violence against women, and create a world in which men and women live in healthy and respectful relationships with each other. Remind the participants that a Champion is a role model for respect and partnership between women and men in the family, workplace and in the community. A champion does not use violence or support violence in the family or in the workplace. A champion teaches and inspires others at home, in their workplace, and in their communities to be

equally loving, non-violent and powerful.

Change Makers must start by seeing a change in themselves. Ask the participants to share one thing they have learned so far in the training the first joint session and this one and ask them to think about the following question and write it down in their notebook:

- » What am I going to change about myself?

After seeing change in ourselves, we have responsibilities to bring about positive change by inspiring others. Ask the participants to volunteer and give a response to the following question:

- » What is one message I will spread to my family, community, and workplace based on what I have learned so far in the training?

For the participants that have not answered or have not volunteered to answer, ask them to write down their responses in their notebooks. Before the next joint session, ask the participants to write down, in their notebook, how they have inspired positive change in someone at home, in their workplace, or in their communities by passing on the messages in the HERrespect training.

Thank the participants for coming to this second joint session and ask the participants to give a round of applause to thank one another for their contributions.

Joint worker-management session 3: Building a supportive workplace

90 minutes



Overview

This is a guide about how to facilitate a 90-minute session for a representative group of the HERrespect participants to come together and share and reflect on the learnings from HERrespect so far, and reaffirm the “Champions” concept. For this last joint session, the participants will collectively reflect on what they have discussions since the first HERrespect training. They will apply all the reflections they have to prevent and address violence. As well, they will come up with an action plan.

Who should attend?

This training is best used in groups of 25, with 10 participants from management, 10 from the female workers groups and 5 from the male workers groups (those who have received HERrespect training). Please note that not everyone who receives the training will be able to participate in the joint sessions. We recommend that at the end of module three the groups nominate representatives. It is important that the same people attend all three joint sessions as it is also about relationship building.

When should this first joint session be held?

This session should be held after module 6.

What Is Included?

This guide includes a proposed training **agenda**, the **materials** needed to conduct the training, and **examples** of what you could say while training.

Facilitating HERrespect

Ideally before you begin working with this module you should attend a training course. HERrespect training demands a number of skills. These include: experience in participatory learning approaches, facilitation, communication and counseling skills, gender awareness, masculinity, open-mindedness, creativity, imagination – and humor.

It is important that you work through the material even if it seems familiar to you. Unlike much other training, your main purpose is not to deliver information, but actively facilitate. As a facilitator you must summarize and draw conclusions from each exercise and enable participants to summarize what they learn from each session. You also must be able to challenge. The key to building participants’ knowledge through participatory processes is being able to challenge what is said in the groups in a way that makes participants think, rather than just saying that “you are wrong”. It is very important to do this as a facilitator as otherwise the group environment can potentially reinforce unhelpful attitudes or popular myths.

Facilitator's Tips

Be prepared: Before starting the training it is important that you familiarize yourself with the training agenda, review and understand the key lessons, and gather materials for the training.

Prepare the location: Think about where you are going to have the training. It is best that the training be conducted in a quiet location without distractions.

Plan the timing: Consider the best timing for the training. If possible, it is best to conduct the training when the participants are alert. Having training after work or before meals may not be as effective because the participants might be too tired or too hungry.

Prepare for the Training

Agenda

The main objectives of this last joint session after completing three modules are threefold. First, participants will share what they have learned and reflect together as a group. Second, this joint session will provide a space for the participants to identify ways to apply all the learnings from HERrespect holistically to prevent and respond to workplace violence. Third, the participants will also develop an action plan at an individual and collective level to take the learnings of HERrespect forward.

Before facilitating this joint session, familiarize yourself with the objectives of all six modules and the agenda of the training. The one and a half hour training agenda below provides guidance on how much time you should spend on each section of the training.

Time	Topics
15 minutes	Welcome to the joint session
60 minutes	Building a supportive workplace
15 minutes	We as 'Champions'

Gather Materials`

The materials listed below will be used during the training:

Facilitator's Tips

Training room arrangement:

Make sitting arrangements according to the size of training room. Avoid using chairs if there is shortage of space. Sitting in a Circle or U-shape is recommended for the training.

Maintaining a safe space:

It may be more challenging to maintain a safe space outside their peer groups. Be sure to remind the participants that the ground rules for having a safe and open discussion.

Opening the third joint session

Time: 125 minutes

FACILITATOR: In this introduction, welcome the participants to the last joint session. Also, an ice breaker will be used to get the participants warmed up for the key activity in the first joint session.

9. Welcome to the joint session (15 minutes)

Welcome everyone to this discussion and thank everyone for coming.

Explain to the participants that this is the last and final joint session. Explain that it is time for all of us to come together and build a commitment together and make a positive change in our factory and in our lives. Share with the participants that: *Today, we have come together to share and reflect on learnings from HERrespect. In this last joint session, we will identify ways to apply all what we learnt to prevent and respond to workplace violence. We will also work together to develop an action plan for ourselves, and our workplace and as participants of the joint session, to take the learnings of HERrespect forward.*

Remind the participants that the same ground rules they have in the trainings apply in the joint sessions. Remind the participants the importance of being non-judgmental, respecting the opinions of the other participants, being attentive and actively listening. Remind them that the stories being shared in these sessions are confidential and they are not to repeat these stories.

Ask the participants whether they have positive stories of being an inspiration in the families, communities, or workplace. Ask the participants who have shared stories whether they want to be featured on the champion "wall of fame" in the HERrespect corner.

Creating more harmonious workplaces

Time: 60~~50~~ minutes

FACILITATOR: Participants will use this time to discuss ways to improve the existing factory policy.

10. Building supportive workplaces (50 minutes)

Explain to the participants that *today, we have an opportunity to discuss what we can do together to build a violence and harassment free workplace and think about how we might also change some aspects of our family lives.*

Facilitator's Tips

Discussion may involve suggestions to improve factory's policy and/or performance of specific personnel. Participants offer constructive feedback and should not name names. Facilitators can take the feedback to discuss with factory management during relevant project/committee meetings.

Divide the participants according to the following categories: i) female workers; ii) male workers, and iii) management. For each category, form groups of five. Ask each group to:

- » Decide three things they will agree to change in the way they behave towards others which will make the workplace a better place.
- » Make one special request to each of the other two groups about what change they would like to see from that group.

Give the groups about 15 minutes to discuss and agree and then call them all together. Have one spokesperson from each group.

They should share and explain the three things they will do themselves first and then the one thing they make as a special request to the other groups. Each of the other groups should then respond to the special request. Is it reasonable? Will it help build a better workplace and happier workers? Will they agree to it?

Conclude by saying: *there are challenges in building a harmonious and happier workplace. But as we discovered during our group discussions and reflections, there are many steps that we can take to build harmony, respect and happiness and reduce harassment and violence at work.*

Empowering our Champions

11. How to be a Champion (15 minutes)

Conclude today's joint session by reminding the participants that as Champions, they have a duty to prevent and eradicate violence against women, and create a world in which men and women live in healthy and respectful relationships with each other. Remind the participants that a Champion is a role model for respect and partnership between women and men in the family, workplace and in the community. A champion does not use violence or support violence in the family or in the workplace. A champion teaches and inspires others at home, in their workplace, and in their communities to be equally loving, non-violent and powerful.

Remind the participants that they have successfully completed the six HERrespect modules as well as the three joint sessions. Ask the participants about their future plans to continue championing the messages of HERrespect:

- » What are your plans to continue the positive dialogue like what we have seen in our HERrespect training?
- » If we have to tell only one message from our sessions in the HERrespect program, what would that message be?

Ask at least four or five participants to share the one message that they have taken from the training.

[Insert energizing final activity to will consolidate the bond? Perhaps Nazneen will have a great idea for one]

Thank the participants for coming to this first joint session and ask the participants to

give a round of applause to thank one another for their contributions.