



Sokrates
Grundtvig

Managing Diversity and Gender Experts for Europe
Finanzhilfvereinbarung Nr.:
225236 – CP – 1 – 2005 – 1 – DE – Grundtvig G11

Curriculum and Training Concept

Day 1: Raising Awareness about Diversity and Gender Issues

Module 1: Introduction

Module 2: Raising Awareness about Diversity and Gender

Day 2: Deepening Knowledge: Discrimination, Legislation, Terminology

Module 3: Discrimination

Module 4: European Antidiscrimination Legislation

Module 5: Business Plan

Module 6: Visits to Diverse Organisations

Day 3: Changing Behaviour: How to Develop Diversity and Gender Competences

Module 7: Coping with Diversity

Module 8: Developing Diversity and Gender Competences

Module 9: Personal Learning Action Plan

Day 4: Implementing the Diversity and Gender Approach in Your Organisation

Module 10: Implementation Strategies for Organisations

Feedback on the Course

Number of participants: 15 – 18

Number of trainers: 2 – 3

Evaluation available during the whole course including all modules, contents, methods / exercises

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Day 1: Raising Awareness about Diversity and Gender Issues

Module 1: Introduction

<p>Learning aims:</p> <ul style="list-style-type: none"> • to get to know each other • to define participants' background, experience and knowledge of Diversity and Gender Management in order to complete assumptions about needs and interests • to confirm participants expectations making use of the results of pre-training questionnaires • to introduce the course: aims, work plan, evaluation • to prepare for the 4-days-training course • to build a good learning environment
<p>Learning outcomes: By the end of the session participants will ...</p> <ul style="list-style-type: none"> • know each other • be able to learn and work together • know aims, objectives and schedule of the training course • have an awareness of personal experience of diversity
<p>Background: Participants of the course will be from different countries or at least from diverse environments, with different experiences and expectations regarding the course. So it is very important for this part ...</p> <ul style="list-style-type: none"> • to give a clear overview about approach, goals and tasks of the course • to create a good and open minded learning atmosphere
<p>Time: 3 learning hours = 3 x 45 min. = 135 min.</p>
<p>Contents:</p> <ul style="list-style-type: none"> • Introduction of trainers • Introduction of participants • Introduction of work plan • Setting ground rules
<p>Methods / Exercises (optional):</p> <ul style="list-style-type: none"> • Diversity Matrix • Diversity of names – diversity of persons and cultures • Non-verbal teambuilding exercise • Triangle of things we have in common • Icebreaker Statements
<p>Trainers' Input:</p> <ul style="list-style-type: none"> • Initial introduction and explanation • Facilitating discussions, dialogues and exercises • Encouraging reflection
<p>Materials:</p> <ul style="list-style-type: none"> • See exercises • Pre-training questionnaire
<p>Background information required: none</p>

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Day 1: Raising Awareness about Diversity and Gender Issues

Module 2: Raising Awareness about Diversity and Gender

<p>Learning aims:</p> <ul style="list-style-type: none"> • to make the participants aware of diversity (personal, general) • to initiate talks and discussions about diversity and begin to understand some of the issues: advantages and challenges of diversity, own beliefs and values, stereotypes, behaviour, prejudices, paradigms, conflicts
<p>Learning outcomes: By the end of the session participants will ...</p> <ul style="list-style-type: none"> • become aware of and understand aspects of diversity in their own lives • become aware of and understand aspects of diversity within the training / learning group • understand the main issues of diversity: race / ethnicity, gender, age, religion and disability • have an improved knowledge concerning issues like identity, stereotyping, prejudices, discrimination • understand that diversity is a social phenomenon
<p>Time: 5 learning hours = 5 x 45 min. = 225 min.</p>
<p>Contents:</p> <ul style="list-style-type: none"> • short introduction to the five main issues: race / ethnicity, gender, age, religion and disability • initial input to terms like identity, stereotyping, prejudices, discrimination • awareness raising exercises
<p>Methods / Exercises (optional):</p> <ul style="list-style-type: none"> • Basic awareness exercises • Who are I? • Valuing Diversity • Equality competences-questionnaire • Gender exercise • Circles of my multicultural self • Learning social roles: boys and girls
<p>Trainers' Input:</p> <ul style="list-style-type: none"> • introduction to main issues: input A and D • Facilitating discussions and exercises • Encouraging reflection
<p>Materials:</p> <ul style="list-style-type: none"> • See exercises
<p>Background information required:</p> <ul style="list-style-type: none"> • Points of attention for delivering training to different groups (e.g. educational and professional background, gender, age...)

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Day 2: Deepening Knowledge: Discrimination, Legislation, Terminology

Module 3: Discrimination

<p>Learning aims:</p> <ul style="list-style-type: none"> To deepen knowledge and to raise awareness regarding gender, ethnicity and religious discrimination within society
<p>Learning outcomes: By the end of the session participants will ...</p> <ul style="list-style-type: none"> have an impression how discrimination works and how people feel being discriminated
<p>Time: 2 learning hours = 2 x 45 min. = 90 min.</p>
<p>Contents:</p> <ul style="list-style-type: none"> exploration of why and how minority groups suffer from discrimination interactive exercise
<p>Methods / Exercises (optional):</p> <ul style="list-style-type: none"> Reading of case study with a series of questions to be answered My family
<p>Trainers' Input:</p> <ul style="list-style-type: none"> Giving input on discrimination (input B) Facilitating group work
<p>Materials:</p> <ul style="list-style-type: none"> See exercises
<p>Background information required:</p> <ul style="list-style-type: none"> none

Module 4: European Antidiscrimination Legislation

<p>Learning aims:</p> <ul style="list-style-type: none"> To deepen knowledge and raise awareness regarding European Anti-Discrimination legislation
<p>Learning outcomes: By the end of the session participants will ...</p> <ul style="list-style-type: none"> have improved knowledge and awareness regarding particular legislative terms
<p>Time: 2 learning hours = 2 x 45 min. = 90 min.</p>
<p>Contents:</p> <ul style="list-style-type: none"> European legislation and how this relates to individuals and minority groups web-based exercise and exchange of results
<p>Methods / Exercises:</p> <ul style="list-style-type: none"> web-based exercise on European Anti-Discrimination legislation exchange of results
<p>Trainers' Input:</p> <ul style="list-style-type: none"> Giving input on legislation (input C)
<p>Materials: see exercises</p>
<p>Background information required: none</p>

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Module 5: Business Plan

<p>Learning aims:</p> <ul style="list-style-type: none"> To know how organizations and companies can realize Diversity and Gender Management and European Anti-Discrimination legislation
<p>Learning outcomes: By the end of the session participants will ...</p> <ul style="list-style-type: none"> have a detailed idea how organizations and companies manage to implement Diversity and Gender Management according to business challenges as well as to legislation
<p>Time: 1 learning hour = 45 min.</p>
<p>Contents:</p> <ul style="list-style-type: none"> Business Plan “Diversity and Gender Management” and how to implement the plan
<p>Methods / Exercises:</p> <ul style="list-style-type: none"> Trainer’s or expert’s input discussion
<p>Trainers’ Input: input E</p>
<p>Materials: see exercises</p>
<p>Background information required: deeper insight into a special Business Case</p>

Module 6: visit to an organization

<p>Learning aims:</p> <ul style="list-style-type: none"> To get to know one or two organisation in the hosts’ / training location’s surroundings that deal(s) with some of the main issues of diversity
<p>Learning outcomes: By the end of the session participants will ...</p> <ul style="list-style-type: none"> have an impression on the challenges the organisation deals with (in order to the host countries’ situation)
<p>Time: 2 learning hours per organisation = 2 x 45 min. = 90 min. per organisation</p>
<p>Contents:</p> <ul style="list-style-type: none"> introduction to the organisation’s goals, tasks and challenges by general manager or project leader or expert of the hosting organization questions and discussions
<p>Methods / Exercises: none</p>
<p>Trainers’ Input: none</p>
<p>Materials: none</p>
<p>Background information required: type of organisation(s) e.g. educational, social, political...</p>

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Day 3: Changing Behaviour: How to Build Diversity and Gender Competences

Module 7: Coping with Diversity

<p>Learning aims:</p> <ul style="list-style-type: none"> • to learn about conflict solving in diverse working environments
<p>Learning outcomes: By the end of the session participants will ...</p> <ul style="list-style-type: none"> • have a method available how to solve conflicts • have some ideas about their personal involvement into conflicts and how to sort this out
<p>Time: 3 learning hours = 3 x 45 min. = 135 min.</p>
<p>Contents:</p> <ul style="list-style-type: none"> • introduction into the method • exercises to cope with challenging situations in diverse situations
<p>Methods / Exercises:</p> <ul style="list-style-type: none"> • Critical incidents / case counselling
<p>Trainers' Input:</p> <ul style="list-style-type: none"> • introduction into the method • Facilitating case counselling • Input F (optional)
<p>Materials: see exercises</p>
<p>Background information required:</p> <ul style="list-style-type: none"> • Working environments of participants

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Module 8: Developing Diversity and Gender Competences

<p>Learning aims:</p> <ul style="list-style-type: none"> • To check own actual Diversity and Gender Competences • To learn how to make use of challenging situations to develop further competences • To learn how to make use of special knowledge in order to develop individualised / specific strategies for guidance, counselling and learning
<p>Learning outcomes: By the end of the session participants will ...</p> <ul style="list-style-type: none"> • understand how competence development works in this area • be aware of stereotyping because of special knowledge acquired in this course • know about their personal main areas in which to develop further diversity competence
<p>Time: 3 learning hours = 3 x 45 min. = 135 min.</p>
<p>Contents:</p> <ul style="list-style-type: none"> • short introduction regarding diversity and gender competences • knowledge on special topics: culture, gender, age etc. (optional), how mental programs work and how to make use of this knowledge • exercises to cope with challenges in / of diverse situations • training concepts on special topics: culture, gender, age, religion etc. (optional) in order to work on environment's challenges
<p>Methods / Exercises:</p> <ul style="list-style-type: none"> • Competences' Check up • Working with special materials / programs (maps, google earth etc.) • Further exercises depending on the relevant topics
<p>Trainers' Input:</p> <ul style="list-style-type: none"> • introduction to diversity and gender competences: input G • presenting training concepts • facilitating discussions, exchange of experiences and exercises
<p>Materials: See exercises</p>
<p>Background information required:</p> <ul style="list-style-type: none"> • Working environments of participants

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Module 9: Personal Learning Action Plan

<p>Learning aims:</p> <ul style="list-style-type: none"> • Personal learning plan
<p>Learning outcomes:</p> <p>By the end of the session participants will ...</p> <ul style="list-style-type: none"> • have a personal learning plan regarding the development of desirable diversity and gender competences in the future
<p>Time: 2 learning hours = 2 x 45 min. = 90 min.</p>
<p>Contents:</p> <ul style="list-style-type: none"> • Analysis of competences • Action points • Next steps
<p>Methods / Exercises:</p> <ul style="list-style-type: none"> • SWOT analysis • 2 participants coaching each other on action points
<p>Trainers' Input:</p> <ul style="list-style-type: none"> • introduction of the method
<p>Materials: See exercises</p>
<p>Background information required: none</p>

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Day 4: Implementing the Diversity and Gender Approach in Your Organisation

Module 10: Implementation Strategies for Organisations

<p>Learning aims:</p> <ul style="list-style-type: none"> To define Diversity and Gender Competences needed in the participants' organizations To think about a strategy how to introduce the topic of Diversity and Gender in the organization and how to convince the key persons
<p>Learning outcomes: By the end of the session participants will ...</p> <ul style="list-style-type: none"> have a presentation "Managing Diversity and Gender in our organization" to be discussed with key persons / management / promoters / staff
<p>Time: 3 learning hours = 3 x 45 min. = 135 min.</p>
<p>Contents:</p> <ul style="list-style-type: none"> mapping of good practice road map for further organizational development Managing Diversity and Gender strategy micropolitics
<p>Methods / Exercises:</p> <ul style="list-style-type: none"> group work: meta plan with 3 questions: good practice (green card) / competencies (blue card) / obstacles (orange card) work out a 10 minute presentation for management / decision makers, present it to the group, getting feedback
<p>Trainers' Input:</p> <ul style="list-style-type: none"> short introduction to implementation strategies: input H facilitating discussions, exchange of experiences and exercises
<p>Materials: See exercises</p>
<p>Background information required:</p> <ul style="list-style-type: none"> Working environments of participants

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Feedback on the course

Learning aims / learning outcome: <ul style="list-style-type: none">• To learn about the assessment of all modules• To give a personal impression on the whole course and to listen to other participants' impressions• Support networking• To close the course in a good mood
Time: 2 learning hours = 2 x 45 min. = 90 min.
Contents: <ul style="list-style-type: none">• Short presentation of evaluation• Trainer / expert network and pool: interests, needs, contributions
Methods / Exercises: <ul style="list-style-type: none">• Feedback game• Feedback statements
Evaluator´s / Trainers´ Input: <ul style="list-style-type: none">• short presentation of evaluation• facilitating feedback
Materials: See exercises
Background information required: none

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