

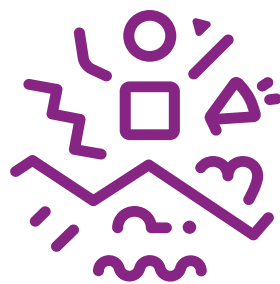
# SO/GIE/SC

facilitators  
manual



## KICK-OFF MODULE

*Start of the training*



# KICK-OFF MODULE

The training starts with a kick-off. You, as the facilitators, share the objectives of the training, set the space and allow for participants to get to know each other.

# KICK-OFF MODULE

## DESCRIPTION

With this Module you can kick off the training and set the stage. Participants will get to know the objectives and agenda for the training, and get to know each other. Safety and security concerns are shared and joint rules are made.

## LEARNING OUTCOMES

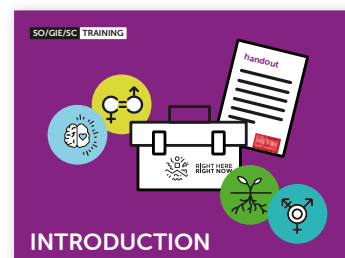
*At the end of this kick-off Module, participants:*

- ➔ Have clarity on training objectives  
Know who is in the room
- ➔ Are aware of the safety and security measures
- ➔ Have agreed on rules of engagement for the meeting

## STRUCTURE

- P4** *Welcome and agenda*
- P4** *Get-to-know each other exercise*
- P5** *Safety and security and rules of engagement*

## Slides:



### KICK-OFF

#### Learning outcomes

##### At the end of this kick-off Module, you...

- ➔ have clarity on training objectives
- ➔ know who is in the room
- ➔ are aware of the safety and security measures
- ➔ have agreed on rules of engagement for the meeting

##### At the end of this training, you...

- ➔ understand the terminologies related to SO/GIE/SC
- ➔ understand how bias works and what its consequences are
- ➔ understand how people that belong to sexual, gender and sex minorities are affected by the way society looks at issues related to SO/GIE/SC
- ➔ know the current legal situation in relation to SO/GIE/SC, its consequences and the possibilities for redress

- ➔ understand the specific ways in which young sexual, gender and sex minorities are affected by societal viewpoints and the legal situation on SO/GIE/SC, and how this affects their sexual and reproductive health and rights
- ➔ understand the importance of dignity and inclusion, and how to make positive steps in your programs, and lobby and advocacy

⌚ 20 min.

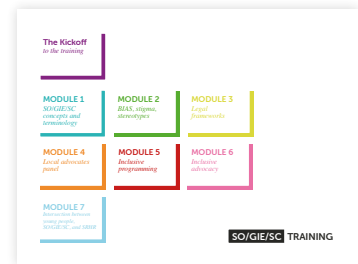
⌚ 45 min.

⌚ 60 min.

## WELCOME

 15 – 30 min. total

1. Invite and welcome every person to the session.
2. Introduce yourself and the objectives and structure of the training. Provide an overview of the entire training and all Modules. In case you only do part of the Modules, you need to indicate this. Explain the methodology of the training (short lectures, exercises, working in groups) and share the agenda of the next day(s).
3. Ask all participants to introduce themselves, with their name, preferred pronoun and an unexpected fact about them that not many people will know.
4. Ask participants to reflect on the objectives of the training. Are these in line with what they hope to learn, to better understand or to change? Write their expectations down and discuss these. Indicate which expectations are realistic and which are maybe not so realistic. This information is helpful for you as a trainer to take into account when conducting the training.



### FACILITATOR TIP

You can draw the agenda of the day on a flip-over or large paper which remains visible for everybody during the training.



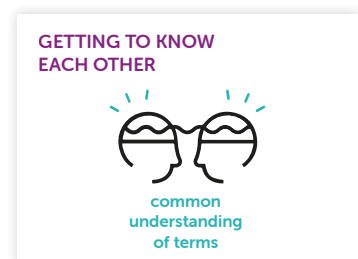
## PERSONALIZED DRAWING EXERCISE

 30 min. total

*Purpose: This exercise is a good way to introduce participants to one another.*

It works for groups of people who do not know each other very well, as well as for groups that have worked together before. We recommend that you, as a facilitator, also participate.

*If people in a group know each other very well, and it is a safe space, you can also consider doing the exercise on Early Messages about SO/GIE/SC, which you find in Module 2, under bullet points 18 - 21.*



5. Provide each participant with a marker and a piece of paper (A4 or bigger).
6. Divide the group into pairs. Ask them to pair up with someone they do not know well.
7. Ask participants to draw each other's face for five minutes. In the meantime, they should think of three questions they would like to ask the person they have just portrayed, and then ask those questions. Take five minutes per person, and then swap places.
8. Following the drawing and 'interviews', all participants receive their own portrait and choose the question asked to them that they liked best. Each person then shows the portrait to the group and answers the chosen, favorite question.
9. Close this exercise by asking everybody to return to their seats.

## SAFETY AND SECURITY AND RULES OF ENGAGEMENT

 **15 – 30 min. total**

10. Explain that, because this training is on an important but often also sensitive issue, it is vital to ensure the safety and security of the space.

11. Explain that it is important to make sure that all participants feel safe and secure in this workshop. This is key for understanding the issues we are about to learn and talk about, and for understanding the real-life struggles persons that identify as lesbian, gay, bisexual, trans, intersex or whichever nomenclature in which people may self-define, have to deal with on a daily basis. Feeling safe is also a prerequisite to jointly explore ways to work towards (self-)acceptance, inclusion and self-determination of all people, with respect for each person's human rights and dignity. This requires an open and respectful dialogue, in a safe environment.

12. Ask participants to share thoughts on safety and security, touching upon the following 'categories':

### **Tone and content of respectful dialogue between participants and in groups.**

#### **Possible elements:**

- always assume 'best intentions'
- ask open questions
- be aware and considerate of the feelings of other people
- if uncomfortable with a certain dialogue or tone, indicate this to the group and/or the facilitator

#### **SAFE SPACE** *and open attitude*

- ➔ What is needed for this training to be a safe space?
- ➔ And to ensure that the space is open and welcoming for all participants?
- ➔ Agree on main rules

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#### **SAFE SPACE** *and open attitude*

##### *agree on*

- ➔ Tone and content
- ➔ Use of social media
- ➔ Rules of engagement
- ➔ Other elements?

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## Use of social media

### Possible elements:

- consider what really needs to be shared and why
- do not post pictures or names of other participants online without their explicit consent
- consider a way in which each participant can indicate if they are ok with being mentioned on social media (for example through specific stickers on name-tags) or
- postpone posting about the meeting on social media until after it has finalized or
- refrain from posting altogether or
- make one person responsible for posting on social media and ensure that person engages with all relevant persons and organizations before publishing
- turn off location settings

### Rules of engagement

*Explain that it will be good to also agree on some other main rules of engagement, such as*

- stay focused on the training content and conversations and respect each persons contribution
- (refrain from) the use of telephones or laptops during the training
- time-management (which is your responsibility and something you therefor can commit to)

**13.** Write down the results of this exercise so that they are visible for everybody.

**14.** Explain that following these agreements is a joint responsibility. Explain that you will actively monitor that everyone complies with the agreements, and that you will intervene if the rules are not being followed. Also, explain that you are always available to talk if a participant feels uncomfortable.

**15.** If you are facilitating a multiple day training, refer back to these rules on the morning of the following day(s). Evaluate them; if some of the rules do not work well, change them.

**16.** Finally, if relevant, share information on what to do in case of an emergency. Possible elements and depending on the specific physical space and context you are in:

- emergency exits
- if relevant, refer to specific program emergency protocol and numbers
- discuss what to do and say in case the place gets raided
- agree not to leave any papers at the end of the day



# Let's start!