

DOMESTIC WORKERS ORGANIZE AGAINST VIOLENCE & HARASSMENT

TRAINING PACK



Unit 8

CONCLUDING A DWOVH TRAINING

Foreword and Introduction

Unit 1 Starting a DWOVH Training

Unit 2 Equality and Rights in Our Life and Work

Unit 3 What is Violence & Harassment in Domestic Work

Unit 4 Protecting Ourselves from Violence & Harassment

Unit 5 Collective Actions against Violence & Harassment

Unit 6 DWO Case Work and Peer Support

Unit 7 Laws, Policies and Practices on Violence & Harassment

UNIT 8 : CONCLUDING A DWOVH TRAINING

8.1 Next steps against violence & harassment in domestic work.....	3
• Handout 1: Group Action Plan to promote equality and fight violence & harassment.....	6
• Handout 2: Steps for developing a DWOVH strategy.....	7
8.2 DWOVH training evaluation and certification.....	8
• Handout 1 : Example - DWOVH Training Evaluation Form	11
• Handout 2 : Example - After-DWOVH Training Questionnaire	13
Sources.....	14

Training Aid 1 Slide Shows for the DWOVH Units

Training Aid 2 Key DWOVH Terms

Training Aid 3 Tips for Effective DWOVH Training

Training Aid 4 DWOVH Training Planning and Preparation



Overview

This unit shows how to successfully conclude a DWOVH training series or workshop.

We discuss how to develop personal and group action plans to promote equality and fight violence & harassment after the training.

We introduce ways of evaluating DWOVH trainings and concluding the training with the distribution of certificates to participants who completed the training and a celebration.



UNIT SUMMARY

	TITLE	AIMS	TIME (MINS)
8.1	Next steps against violence & harassment in domestic work	<ul style="list-style-type: none"> ■ To develop individual and group action plans to promote equality and fight violence & harassment after the training 	90
8.2	DWOVH training evaluation, and certification	<ul style="list-style-type: none"> ■ To find out if we have met our DWOVH training aims and expectations ■ To review the DWOVH training content and process ■ To encourage participants and provide them with DWOVH certificates 	90



TOTAL TIME : 3 HOURS – 180 MINUTES



KEY MESSAGES

We developed individual and group action plans to fight violence & harassment and promote equality for domestic workers after the DWOVH training. We have learned from each other. We will share our DWOVH knowledge and skills with other domestic workers. We are strong and ready to act and organize together saying YES to equality and NO to violence & harassment.



Training Organization

- Unit 8 generally takes 3 hours on the last training day.
- If the DWOVH training is brief, summarize these training activities as relevant, for example, by discussing future DWOVH actions, asking participants for their feedback on the training and encouraging them in a big group discussion in 20-30 minutes



8.1 : Next steps against violence & harassment in domestic work

90 minutes

	Aims	<ul style="list-style-type: none"> To develop individual and group action plans to promote equality and fight violence & harassment after the training
	Participants	<ul style="list-style-type: none"> Domestic worker leaders Domestic workers
	Room Arrangements	<ul style="list-style-type: none"> Steps 1 and 2: Circle seating in big group Other steps: Small group seating
	Materials	<ul style="list-style-type: none"> Pens, one for each participant Around 50 postcards with different subjects (landscapes, people, portraits, action pictures) in different styles (cartoon, abstract or realistic) for use in Steps 1-2. Participants need different choices so provide more postcards than the number of participants. Envelopes and stamps to send the postcards to participants 2 weeks after the training (one each for every participant).
	Training Aids	<ul style="list-style-type: none"> Slide show: Next steps against violence & harassment in domestic work Handout 1: Group Action Plan to promote equality and fight violence & harassment Handout 2: Steps for developing a DWoVH strategy



Session Plan Steps

1.	Individual action planning	Postcard selection in big group	10 minutes
2.	Individual action planning	Promises to ourselves	15 minutes
3.	Group action planning	Small group work	45 minutes
4.	Group action planning	Gallery walk and voting	20 minutes



Preparation

- For step 1:
 - Select and prepare relevant postcards and arrange for envelopes and stamps (see under *Materials* above).
 - Prepare the question for the development of individual action plans to promote equality and fight violence & harassment. Participants will write their answers on a postcard and put it in an envelope which will be mailed back to them. Example questions are: What promises do you make to yourself to promote equality and act against violence & harassment in your job, your personal life or your DWoVH? Or: What 3 actions will you take to promote equality and act against violence & harassment in your job, your personal life or your DWoVH after the training? [*Similar to the New Year resolutions of many people*].

- For step 3:
 - Decide how to divide the participants in small working groups. If participants come from different localities, like DWO chapters from different neighborhoods or domestic workers groups or DWOs from different places, it is best to group people from the same place together, so they can jointly implement their group plan of action after the training. If the participants come from many different places or are all from the same place, they can form groups by type of action with a show of hands.
 - Check and revise the handouts for use, as needed. Photocopy the handouts for distribution to all participants as relevant and include some spares.
 - Develop a flipchart or use the relevant slides to explain the KISS principles (Keep It Short and Simple) and/or the SMART principles (Develop aims and measures that are Specific, Measurable, Achievable, Relevant, Timely and Time-bound).

SESSION PLAN

STEP 1	INDIVIDUAL ACTION PLANNING	POSTCARD SELECTION IN BIG GROUP	10 MINUTES
--------	----------------------------	---------------------------------	------------

- Ask the group to take a seat in a big circle. Welcome the group, link the session to the previous session and say: We have **come to the conclusion of this DWOVH training and we will now prepare individual and group action plans to promote equality and fight violence & harassment after the training.** We start with individual action planning.
- Display the postcards with the pictures upwards on the floor in the middle of the circle. Ask everyone to look at the postcards, choose one postcard that they especially like and return to their seats.
- Give each participant an envelope and a stamp, ask them to fill in their address and put the stamp on their envelope.

STEP 2	INDIVIDUAL ACTION PLANNING	PROMISES TO OURSELVES	15 MINUTES
--------	----------------------------	-----------------------	------------

- Say: This is an individual exercise. **Think of 2 or 3 things you plan to do in your life, job or DWO** to promote equality and act against violence & harassment after the DWOVH training. The actions can be big or small. They must be about something that you can commit to and be practical, realistic and doable for you. The ideas and plans you come up with are your own personal follow-up action plan to promote equality and fight violence & harassment. They are like **a promise to yourself.** You can share your plans with others or you can keep them to yourself as you wish.
- Give the group some time to think and ask them to write their plans or promises on their postcards. Illiterate persons can draw a picture of their plans or promises. After 10 minutes, say: When you are ready, put your postcard in your envelope and seal it.
- Ask 2-3 volunteers to share their promises or plans in plenary and collect all the envelopes. Say: We will mail your individual action plans to you 2 weeks after the training. *[Make sure to send the postcards to all participants 2 weeks after the training to remind them of their promises to themselves.]*

STEP 3	GROUP ACTION PLANNING	SMALL GROUP WORK	45 MINUTES
--------	-----------------------	------------------	------------

- Say: After developing our individual action plans, let us do a brainstorming: **What types of action can we take as a group to promote equality and fight against violence & harassment of domestic workers?** List their ideas on the board and introduce further example types of action if relevant. *[Examples: Planning a Validation and TOT workshop on the DWOVH training pack or selected units and adapting it for local use. Organizing outreach and peer support to protect domestic workers from violence & harassment. Training case workers. Starting a campaign for legal reform to fight violence & harassment in domestic work. Developing a DWOVH strategy.]*

- Say: We are now going to work in small groups to **discuss and develop Group Action Plans to promote equality and fight violence & harassment**. Divide the groups by locality or types of action, as explained above under Preparation. If relevant, form small groups on the most popular types of action by doing a vote of hands (the small groups should have a minimum of 3 and a maximum of 6 participants).
- Distribute copies of handout 1: Group Action Plan to promote equality and fight violence & harassment to all small groups. If some small groups decided to develop a DWoVH strategy, also distribute handout 2 to them. Briefly go through handout 1 and ask the groups to discuss and develop it together. *[If participants in a group come from different places, their group action plans may be different.]* Distribute more copies of the handout as needed.
- **Optional:** Using a flipchart or slide, tell the groups to use the KISS and SMART principles when developing their Group Action Plans:
 - KISS: Keep It Short and Simple
 - SMART: Develop objectives and measures that are Specific, Measurable, Achievable, Relevant, Timely and Time-bound.
- Ask the groups to start the group action planning. After 10 minutes distribute a flipchart and ask them to write their group action plan on a flipchart for showing it in the big group. They can make a copy for themselves with variations to adapt to the local situation of each participant as needed.
- After 25 minutes, tell them there will be a prize for the best group action plan and give them 5 minutes to complete it.

STEP 4	GROUP ACTION PLANNING	GALLERY WALK AND VOTING	20 MINUTES
--------	-----------------------	-------------------------	------------

- After the groups have finished their work, ask each group to briefly present their group action plan in plenary as follows:
 1. Do a ‘gallery walk’: Ask all groups to hang their flipchart on the wall and assign 1 or 2 members to stay with their chart and explain it to others. Ask the other participants to walk around, have a look at and discuss the group action plans of the other groups.
 2. Ask participants to vote for the best group action plan by saying: Every participant has 1 vote and should put one ✓ on the flipchart with the best group action plan. Everyone has only 1 vote and no one can vote for the action plan of their own group. Identify the winning group(s) after a quick tally and present them (or all groups) with a small prize.
- Thank the participants for their active contribution to the group action planning exercise and highlight some strong points in the DWoVH group action plans *[using the KISS or SMART principles]*.
- **After the session during the break**, arrange for making photo’s of the completed group action plans and photocopy them on A4 size for distribution to the groups. Ensure that:
 - Every participant gets a hard or soft copy of their group action plan for future use **before the end of the training**.
 - Ensure the training team and the DWO(s) get copies of all the group action plans for future action (like group action plan implementation, the training report, support and coaching services to participants or other follow-up).



HANDOUT 1

Group Action Plan to promote equality and fight violence & harassment

Title: _____ DWO/Organization/Group: _____

Name(s): _____

Place: _____ Date: _____

Aims/Outcomes	Target Groups	Outputs/ Activities	Who will do what	Time	Input Available Required



HANDOUT 2

Steps for developing a DWoVH strategy

A DWoVH strategy can be a tool for finding out:

- What are the **most common types** of gender discrimination, violence & harassment against domestic workers at a specific time and place
- How to **set priorities** to promote equality, protect domestic workers from violence & harassment, and fight violence & harassment in domestic work.

A strategy is like a roadmap or action plan setting out what needs to be done, why, for whom by whom, when, where and how. It sets out aims and measures to implement in the short-, medium- and long term.

Common steps in developing a DWoVH strategy are:

1. **Review** the current situation and identify gender and other inequalities in domestic work, and common types of violence & harassment against domestic workers.
2. **Decide** if there is a need for a DWoVH strategy and DWO commitment to implement it.
3. **Consult with domestic workers**, especially but not only violence victims and survivors, employers of domestic workers, the police, authorities, employment agencies, hospitals/health personnel and allies (for example, women's, workers', child and human rights organizations, legal aid groups, employers' organizations and donors), on what needs to be done as a matter of priority, and what are possible effective measures.
4. **Do a SWOT** (Strengths, Weaknesses, Opportunities and Threats) analysis of the DWoVH plans and the DWO (with the possible help of legal or other experts) and draft the DWoVH strategy.
5. **Discuss the DWoVH strategy** within the DWO and with important allies and agree on the DWoVH strategy with the members.
6. **Provide DWoVH information and training** to domestic workers in and outside the DWO, employers of domestic workers, employment agencies and other relevant parties.
7. **Promote** the DWoVH strategy within and outside the DWO.
8. **Monitor, evaluate and update** the DWoVH strategy regularly, build upon successes and learn from mistakes to make steady progress.



8.2 : DWOVH training evaluation and certification



90 minutes

	Aims	<ul style="list-style-type: none"> To find out if we have met our DWOVH training aims and expectations To review the DWOVH training content and process To encourage participants and provide them with DWOVH certificates
	Participants	<ul style="list-style-type: none"> Domestic worker leaders Domestic workers
	Room Arrangements	<ul style="list-style-type: none"> Circle seating in big group
	Training Aids	<ul style="list-style-type: none"> Slide show: DWOVH training, evaluation and certification Handout 1: Example DWOVH Training Evaluation Form Handout 2: Example After-DWOVH Training Questionnaire



Session Plan Steps

1.	Written evaluation	Individual exercise	25 minutes
2.	Verbal evaluation	Group exercise	20 minutes
3.	Closing ceremony, certification and celebration	In big group	45 minutes



Preparation

- For step 1:
 - Prepare the DWOVH Training Evaluation Form by reviewing the example in handout 1. Adapt it as needed and photocopy one copy for distribution to each participant.
 - In training events that aim to validate the DWOVH training pack, add ‘smiley rows’ and remarks for each unit activity in the Training Evaluation Form to analyze which exercises are fine and which need to be adapted.
 - If a Before-DWOVH Training Questionnaire was completed by participants before the training, photocopy handout 2 with the After-DWOVH Training Questionnaire for distribution to each participant during step 1.
- For step 3:
 - Prepare the DWOVH Certificate of Participation, see the IDWF example in the slide show. Print the certificate, one for each participant who has completed the DWOVH training, fill in their names and sign the certificates.
 - Arrange for distribution of a group photograph (to be taken and multiplied earlier).
 - Organize for DWO speakers and refreshments during the closing ceremony.

SESSION PLAN

STEP 1	WRITTEN EVALUATION	INDIVIDUAL EXERCISE	25 MINUTES
--------	--------------------	---------------------	------------

- Say: After the action planning in the previous session, we will **evaluate the training outcomes together** and **find out whether we have met our aims and expectations**. Recall the goals, aims and expected results of the DWOVH training pack that were introduced at the start of the DWOVH training, for example:
 - **Goals:** To share our experiences and deepen our understanding on gender, equality, discrimination, violence & harassment, and our rights as women and as workers.
 - **Aims:** To know how to promote equality, protect domestic workers from violence & harassment and to fight violence & harassment in domestic work.
 - **Results:** We can better organize and act against violence & harassment and promote equality for domestic workers.
- Ask the participants to think and reflect whether they feel that their expectations have been met and to what extent they have achieved their aims. Give them a few minutes to do so. *[If you have kept the flipcharts with the expectations of participants from **Unit 1.2** Expectations, contributions, training rules and feedback, show them to participants.]*
- Say: We are now going to carry out a **written evaluation** of the DWOVH training (and fill in the After-DWOVH training questionnaire, if the Before-DWOVH training questionnaire was filled in before or at the start of the training). Thereafter, we will do a **verbal evaluation** together. This will help us to find out whether our training aims and expectations have been met. We appreciate your evaluation of the DWOVH training content and process. **Feel free to make critical comments** so we can improve future DWOVH trainings.
- Distribute the DwoVH evaluation form and give the group time to complete it.
- When several people are ready, say: We also ask you to complete the After-DWOVH training questionnaire. Distribute it and give the group time to complete it.
- Collect all forms before moving to the next step. If some participants need more time, make sure to collect their evaluation forms and the After-DWOVH training questionnaire **before** the end of the training for analysis.

STEP 2	VERBAL EVALUATION	GROUP EXERCISE	20 MINUTES
--------	-------------------	----------------	------------

- Ask participants to evaluate the DWOVH training in the group. Say: In this **group evaluation**, everyone will tell the group **one thing they liked** and **one thing they didn't like** in this DWOVH training. Invite a volunteer to start and then go around the group. The trainers join this evaluation.
- Summarize the main evaluation findings of the group and thank all for their contributions to the training.

STEP 3	CLOSING CEREMONY, CERTIFICATION AND CELEBRATION	BIG GROUP	20 MINUTES
--------	---	-----------	------------

- Say: We would like to thank all of you for your active participation and valuable contributions during the training. We are now going to **celebrate** you and the important steps we have taken together to promote equality and fight violence and harassment in domestic work. Remind the group of 2 or 3 key messages agreed during the training, for example:
 - NEVER blame violence victims. Violence & harassment against us are NOT our fault. Employers need to provide SAFE workplaces, and the men in our families and communities need to RESPECT us.

- Encourage victims to become survivors by sharing their stories, listening to them and helping them to report, if they can and are ready to do it.
- We and our DWOs are part of the women's, workers' and cooperative movements around the world who fight for social and economic justice, and we will WIN.
- Conclude by saying: We have learned from each other and are now strong and ready to act and organize against it. We will apply what we learned in the training in our life and in our job and we will share what we learned with other domestic workers.
- Invite the speaker(s) from the organizing DWO to thank the participants, encourage them to continue the DWO fight against violence and harassment, and to distribute the DWoVH certificates and the group photographs to the group.
- End with a big applause and say: Let's now party after a well-done job. We wish you all good luck and happiness.








HANDOUT 1 : EXAMPLE

DWoVH Training Evaluation Form

Please answer the questions below and return the form to the training team.

1. Overall, how do you rate this DWoVH training? (✓ the box that applies.)

				
Excellent	Good	So-so	Poor	Very poor

2. Which 3 subjects were the most useful to you?

3. Which 3 subjects were the least useful to you?

4. What additional topics would you like to include in this training?






5. Do you think the DWoVH training was:

- Too long
- Too short
- Right length

6. Which training methods used in the programme would you like more of (such as trainers' presentations, handouts, energizers, games, role-play, case studies, group work)?






7. Which training methods used in the programme (as mentioned in 6 above) would you like less of?

8. How would you rate the trainers' overall performance?

				
Excellent	Good	So-so	Poor	Very poor

Remarks:

9. How would you rate the overall organization of this workshop (such as accommodation, breaks for refreshments, interpretation, administrative and logistical support)?

				
Excellent	Good	So-so	Poor	Very poor

Remarks:

10. Do you feel you will be able to use the DWoVH knowledge and skills to take further action to promote equality, protect domestic workers from violence & harassment and fight against violence and harassment in domestic work?

Yes No

11. How would you like to adapt the training for domestic workers in your DWO or area?

12. Any other suggestions you may wish to make:



HANDOUT 2 : EXAMPLE

After DWOVh Training Questionnaire

Filling out this form will help us to understand your views and opinions after the training. You don't have to fill in your name

1. Your sex:				
Woman	<input type="checkbox"/>	Man	<input type="checkbox"/>	Other gender <input type="checkbox"/>
2. You are from:				
DWO, Union or Association	<input type="checkbox"/>	Other Trade Union	<input type="checkbox"/>	Other Members organization <input type="checkbox"/>
Other NGO <input type="checkbox"/>		Other Please specify: <input type="checkbox"/>		
3. Is violence & harassment against domestic workers a problem in your country/state/region/place?				
Not at all	<input type="checkbox"/>	A little bit	<input type="checkbox"/>	Hard to say <input type="checkbox"/>
Yes <input type="checkbox"/>		Yes, very much <input type="checkbox"/>		
4. Is there gender equality in your country/state/region/place?				
Not at all	<input type="checkbox"/>	A little bit	<input type="checkbox"/>	Hard to say <input type="checkbox"/>
Yes <input type="checkbox"/>		Yes, very much <input type="checkbox"/>		
5. Are you aware of laws that protect domestic workers from violence & harassment?				
Not at all	<input type="checkbox"/>	A little bit	<input type="checkbox"/>	Partly <input type="checkbox"/>
Mostly <input type="checkbox"/>		Fully aware <input type="checkbox"/>		
6. What do you think are the most serious grounds of discrimination against domestic workers in your country? (Tick the boxes that apply, more than one answer is possible.)				
Sex & Gender	<input type="checkbox"/>	Race & Ethnicity	<input type="checkbox"/>	Class or caste <input type="checkbox"/>
Age <input type="checkbox"/>		Social origin or Nationality <input type="checkbox"/>		
Health & Disability	<input type="checkbox"/>	Religion	<input type="checkbox"/>	Political opinion <input type="checkbox"/>
Other <input type="checkbox"/>		I don't know <input type="checkbox"/>		
7. Employers have the right to ask domestic workers to do everything that they want.				
Strongly disagree	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Hard to say <input type="checkbox"/>
Agree <input type="checkbox"/>		Strongly agree <input type="checkbox"/>		
8. Sexual harassment is normal for domestic workers, we just have to accept it				
Strongly disagree	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Hard to say <input type="checkbox"/>
Agree <input type="checkbox"/>		Strongly agree <input type="checkbox"/>		
9. If we go to the police to complain about violence & harassment against us in our job or in our home, they will always help us				
Strongly disagree	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Hard to say <input type="checkbox"/>
Agree <input type="checkbox"/>		Strongly agree <input type="checkbox"/>		
10. It is the duty of a wife to have sex with her husband whenever he wants.				
Strongly disagree	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Hard to say <input type="checkbox"/>
Agree <input type="checkbox"/>		Strongly agree <input type="checkbox"/>		
11. Wife-beating is fine if a wife does not obey the male head of the household.				
Strongly disagree	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Hard to say <input type="checkbox"/>
Agree <input type="checkbox"/>		Strongly agree <input type="checkbox"/>		
12. Domestic workers and DWOs can fight violence & harassment successfully.				
Strongly disagree	<input type="checkbox"/>	Disagree	<input type="checkbox"/>	Hard to say <input type="checkbox"/>
Agree <input type="checkbox"/>		Strongly agree <input type="checkbox"/>		

Sources

IDWF, Resolutions, Adopted by the 2nd IDWF Congress 2018, Cape Town, South Africa
https://idwfed.org/en/2018-congress/resolutions-adopted-by-the-2nd-idwf-congress-2018-cape-town-south-africa/@@display-file/attachment_1

International Institute for Environment and Development, (IIED), A trainer's guide for participatory learning and action, by Pretty, J., Guyt, I., Thompson J. and Scoones, I., London, 1995
<https://pubs.iied.org/sites/default/files/pdfs/migrate/6021IIED.pdf>

ILO, *Equality and non-discrimination at work in East and South-East Asia, Exercise and tool book for trainers*, by Haspels, N.; de Meyer, T.; and Paavilainen, M.; Bangkok, 2011
https://www.ilo.org/asia/publications/WCMS_178417/lang-en/index.htm

ILO, Rights, responsibilities and representation, 3-R Trainers' kit, Empowerment for children, youth and families, by Suriyasarn, B., Terhorst, R., Haspels, N., Bangkok, 2006
https://www.ilo.org/wcmsp5/groups/public/--asia/--ro-bangkok/documents/publication/wcms_108279.pdf