



## Training Manual

To strengthen the Concepts of Essential Life Skills & Safeguarding from Sexual Exploitation and Abuse



### Women in Struggle for Empowerment (WISE)

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## **1. BACKGROUND**

It is important to create a safe environment where all human beings, young girls and staff working for an organization feel equipped having the necessary information, role and responsibilities in creating this environment, prevention from sexual harassment and abuse and the mechanisms for reporting and responding to complaints, so that they may focus on their work that they are hired to do and lead the life with dignity.

### **Women in Struggle for Empowerment (WISE)**

WISE is actively engaged for the promotion and compliance of the law against sexual harassment at work place. In collaboration with the Govt. of Punjab, Women Development Department (WDD) and the Office of the Ombudsperson Punjab, WISE is presently running an awareness campaign (Harassment Awareness Volunteer program) on implementation of anti-harassment law in 36 districts of Punjab province. The main objective of this campaign is to aware workingwomen and men about the law and asks institutions including govt. as well as private entities to implement the law in their institutions. Under this campaign, WISE has provided orientation to the management of various institutions; including Banks, Hospitals, universities, and factories and facilitated them in institutionalizing the mechanism for compliance of the law at the work places.

So far, WISE has facilitated more than 500 public and private sector organizations to get the law implemented to make their workplaces dignified. During the period, WISE has covered 18 districts of Punjab out of 36 and created awareness on the issue of working women's rights at workplace and the related law among more than 10,000 people; Conducted orientation sessions for the effective compliance of the Anti-Harassment law with management and staff in work units of NGOs, Govt. departments, banks, hospitals, factories, colleges/universities in different districts of Punjab.

### **Oxfam & Women Voice and Leadership-Pakistan**

Oxfam has a Safeguarding policy and a Code of Conduct, which has been socialized among its employees and partner organizations. Oxfam has initiated a new project Women Voice And Leadership-Pakistan with the objective of institutional building of Women organizations and their programs. Oxfam has a policy on Safeguarding Plus, there is a law in Pakistan, 'Protection against Harassment of women at the workplace Act 2010', which provides a mechanism for organizations to institutionalize for dealing with the issue of sexual harassment. Effective implementation of this law is helps create a safe and harassment free environment, which is imperative for better efficiency of the workers within organizations and institutions.

In this regard, WISE would design and impart training and education on Life Skills and Safeguarding among the young students and teachers. The training would design in a manner where the follow up activities also be carried out by those trained members.

## **ABOUT LIFE SKILLS & SAFEGUARDING**

### **Life Skills**

Life skills is a term used to describe a set of basic skills acquired through learning and/or direct life experience that enable individuals and groups to effectively handle issues and problems commonly encountered in daily life.

#### **What are types of life skills?**

These life skills include problem solving, critical thinking, communication skills, and decision-making, creative thinking, interpersonal relationship skills, self-awareness building skills, empathy and coping with stress skills.

#### **What is the most important skill in life?**

The most important skill in life is being able to set goals and make them a reality.

#### **Basic life skills for adults**

We all need a set of core life skills (or, adult capabilities) to manage work, family, and relationships successfully. These skills include planning, focus, self-control, awareness, and flexibility. No one is born with these skills, but we can all learn them over time.

There are some skills in life that everyone seems to just know. But, at what point did they learn *how to do that*? Trust us, you're not alone – obviously, people weren't born knowing how to take care of themselves. Some of these may seem silly or obvious, but you'd be surprised how many students need help with the most basic life skills. We're not trying to insult your intelligence - you're a smart, capable student. However, it's slightly alarming how many students leave the nest without the most basic knowledge of day-to-day life because they've always relied on parents to take care of things. Now is the time to learn the following life skills, if you haven't already!

**Home and Personal Care Skills** • How to use basic kitchen appliances • Wash/Dry clothes • Determine which clothes to take to the dry cleaners • Make a bed (with clean sheets) • Fold laundry • How to properly clean a toilet, shower, bathroom floor, etc. • How to unclog a toilet • Set an alarm and wake yourself up on time • Get rid of spiders and bugs (without help)

**Life-Management and Organization Skills** • Create a budget • Keep your finances records organized • Organize all passwords, accounts and important documents in a safe place for reference • Use a credit card responsibly, avoiding debt • When/how to pay taxes • Time management • Keep a daily calendar • How to set up internet/cable • Calculate a tip • How to split a check amongst friends • Address an envelope • Write a check • Balance a checkbook • Pack smarter • Change the battery in a fire alarm • Back-up information on your computer and other devices • Manage/clean-up your social media accounts

**Student-Specific Skills** • Shop smarter for books • Keep track of your grades • Keep track of assignments due • Sign up/register for classes • Maintain healthy study habits • Contact professors for help • Navigate to classes • Discuss living guidelines with your roommate • Locate the student section of your university's web site • Taking clear, readable notes • Essay writing • Create an outline • Public speaking • Seek out extracurricular activities you enjoy • Create a schedule that works for you • Maintain a healthy balance between your academic and social lives

**Professional Skills** • Write a resume • Draft a cover letter • Professionally formatting your emails • Write thank you notes • Network

**Transportation Savvy** • Read a map • Fill up a car with gas • Change a tire • Hail a taxi • Bike maintenance • Utilize and navigate public transit

**General Conscientiousness** • Awareness of your surroundings • Recognizing a potentially dangerous situation • Have personal medical information and keep up with appointments • Emergency preparedness • Avoid drugs and alcohol • Be sexually responsible • How to say "no," respectfully • How to ask for help • Be open-minded • Accept constructive criticism

## **Safeguarding: Prevention of Sexual Exploitation & Abuse**

### **Training Workshop: Activities & Methodology**

The resource person/ trainer/ Expert would undertake the training workshop by following one day session plan. But not limited to the activities mentioned here. The session plan could be expand to two days. The discussion and interaction may allow and encourage the participants to share their prior knowledge, understanding and every day experiences.

Lead trainer and the other team members would be responsible for the review, planning and execution of the activities as well as the evaluation and follow up activities. The follow up actions must be designed in a user friendly manner so that the young students and teachers can

use the provided knowledge, resource material and handouts without any difficulty. All details related to the follow up orientation and session among the school children and the young girls circles be provided at the end of the training session. So that the concept of the Life Skills and Safeguarding be having a snow ball effect.

### **3.2 Development of Training Material**

This training manual would be based on the relevant documents and material for the purpose of conducting sessions, follow up actions. For this, the team would consult the other organizations related material to make it more comprehensive.

The WISE team would develop training content; modules, power point presentations and handouts, Safeguarding policy and Code of Conduct, Training sessions and topics would comprise of the WISE policies & practices, Code of Conduct as well as national laws and policies on protection of the children, vulnerable adults and employees at workplace.

In addition, a questionnaire will be developed for participants' feedback and evaluation of the training and trainer. WISE team would make necessary arrangement for the pre and post assessment as well as the review and reflection through MEAL activities.

### **3.3 Training Workshops**

The consultants would develop a Session plan to organize training workshops and form cohorts of participants, keeping in view the convenience of their participants. One/ Two day of training workshops would be conducted. The first set of trainings will socialize participants with the 1) Life Skills 2) Safeguarding policy and the Code of Conduct and share the requirements of compliance with the anti-sexual harassment law.

Breakdown of the topics covered in these three day trainings are given below:

**3.3.1 Training Workshops:** The first round of one/ two day workshop involving 30 young female girls and school teachers. The plan for one/ two days will look like:

**Part One/ Day One:** Socializing of Life Skills: Types, understanding and practices, Traditional gender roles in a patriarchal society and gender related issues at workplace, sexual harassment, the myths around it as well as procedure and timeline given in the law to address the issue.

**Part Two/ Day Two:** Safeguarding Policy, Conceptual Clarity of Sexual Harassment & Requirements of Compliance with anti-sexual harassment law

**Part three:** Reflection on previous days learning based on Gender Just MEAL, review, detailed Action Planning with timelines for conducting follow up sessions.

The methodology would include; Power point presentations, group work, discussions in larger group and hand outs. Depending on the contents, exercises (experiential exercises, case studies etc.) will be used for socializing it, so that it is not only about transferring knowledge, but ensuring they understand the reasoning behind it also.

During the workshop, the trainer will share the standard assessment criteria for the safeguarding policies and laws with participants and will ask them to evaluate their existing policies and Code of Conduct of their respective organizations in line with the assessment criteria. As a result of this exercise the participants would develop a plan of action with a time line, including hand outs, material, reporting formats for their follow-up actions/ Replica Sessions.

**Replica Sessions:** The participants would be asked to ensure implementation of the action plans within a specified time frame and report back to the organization. The coordinator would be doing persistent follow up in this regard. At the end of every workshop the participants would give their feedback through evaluation forms.

#### **4 Outputs**

- About 120-130 young girls and teachers get socialized with the Life Skills and Safeguarding Policy and Practice, including child safeguarding. They become aware of the requirements of compliance with anti-sexual harassment legislation, how to implement it within their organizations and circles.
- Each trainee young girl would further share all learning of the training to the 5-6 girls. Around 360 young girls will be having better idea of life skills and safeguarding.
- Each trainee teacher would further share and impart the knowledge gained through training/s to the 15-20 students. It is expected that around 1000-1200 students and children will be having better basic idea of life skills and safeguarding.

Hand out 1:

## Women in Struggle for Empowerment (WISE)

One-day Training of Young Girls and Female School Teachers

### Agenda of the Session & Program

Time	Session	Topics
9:00-10:30	Introduction	<ul style="list-style-type: none"><li>• Welcome</li><li>• Rules of the training</li><li>• Objectives of the training</li><li>• Introduction of the trainer and participants</li><li>• Pre-Test Exercise-Questionnaire</li></ul>
10:30-11:00	Essential Life Skills-Orientation	<b>Basic Life Skills for Adults- Salient Features</b> <ul style="list-style-type: none"><li>• Communication, interpersonal skills</li><li>• Decision-making, problem-solving</li><li>• Creative thinking critical thinking,</li><li>• Self-awareness and empathy</li><li>• Assertiveness and equanimity, or self-control</li><li>• Resilience and ability to cope with problems</li></ul> <b>Group Formation-Group Work-Presentation</b>
11:00-11:20	Tea Break	
11:20-1:00	Safeguarding: Preventing Sexual Exploitation and Abuse	<ul style="list-style-type: none"><li>• Addressing Child Abuse</li><li>• Protecting Vulnerable Adult Abuse</li></ul> <b>Individual Tasks/ Exercise</b>
1:00-2:00	Lunch Break	
2:00-3:00	Safeguarding: Protection from Sexual Harassment	<ul style="list-style-type: none"><li>• Sexual Harassment in Public and at work place</li><li>• Relevant Laws/ implementation Mechanisms</li></ul>
3:00-4:00	Pulling it Together: Replica Sessions	<ul style="list-style-type: none"><li>• Follow-up Activities</li><li>• Orientation on material to Young Girls Group</li><li>• Orientation on material to Teachers Group</li></ul>
4:00-5:00	Gender Just MEAL activities & Evaluation	<ul style="list-style-type: none"><li>• Post Test-Questionnaire</li><li>• MEAL activities (Cell Filming)</li><li>• Feedback &amp; Conclusion</li></ul>

**Hand out 2: Rules of the Training (Chart)**

**Hand out 3: Objectives of the Training (Chart)**

**Hand out 4: Information based on the power point presentations Slides & Group works**

**Hand out 5: Replica Sessions: Timeline, Brochures, Set of Instructions, Reporting Formats, Attendance Sheets, Envelopes for postage**