

Overall Goal

To provide participants with the technical knowledge and adaptive skills required to deliver an agreed Equality and Diversity Training programme within an organisation.

Objectives

By the end of the session participants should:

- Have a clear understanding of the concepts of Equality and Diversity;
- Understand the organisation's diversity agenda and the drivers for running the Diversity training events;
- Understand how discrimination occurs and have an enhanced personal awareness of prejudice and stereotypes;
- Have a strong understanding of legislation surrounding the subject of Equal Opportunities and;
- Have a thorough understanding of the technical concepts and material required to deliver the agreed programmes;
- Have an understanding of the difference between facilitation and training;
- Have acquired the facilitation competencies to deliver the agreed training programmes;
- Have an understanding of the importance of communication in training and facilitation, in particular the potential issues that can arise in cross-cultural communication;
- Have examined the potential barriers to the uptake of the organisation's diversity agenda at that they may encounter, and have strategies to counter them;
- Have practiced the facilitation and delivery of key components of the programmes;

Day 1:

Topic	Activities
Opening Up & Introductions <ul style="list-style-type: none"> Ice-breaker Introduction to the 2 days 	Ice-breaker Facilitator presentation
Concepts – Equality and Diversity <ul style="list-style-type: none"> What is Equality and Diversity Personal lenses Local interpretations 	Small group discussions Large groups discussion of emergent issues
Concepts - Discrimination, harassment, bullying <ul style="list-style-type: none"> Psychology of discrimination What is harassment & Bullying Identifying and challenging inappropriate behaviour 	Small group discussion / exercise Facilitator led large group discussion/ facilitator presentation
Break	
Identifying personal Diversity Issues <ul style="list-style-type: none"> Raising personal awareness Prejudices and stereotypes on a global, local and personal level 	Group Brainstorm Small Group work Facilitator Presentation
FCO Diversity Drivers <ul style="list-style-type: none"> Business Case Reputation, Relationships, Results: locally & globally 	Facilitator Presentation
Lunch Break	
Legislative World <ul style="list-style-type: none"> UK Legislation Regional legislation relevant to trainers on course 	Facilitator led discussion Case Studies
Facilitation <ul style="list-style-type: none"> Training vs facilitation Facilitating Equality & Diversity 	What is training? - exercise Facilitator presentation
Break	
Facilitation – Cont'd <ul style="list-style-type: none"> Beyond Training – “Playing a role to help others learn” Tools & Techniques 	Group Discussion
Review <ul style="list-style-type: none"> Review of the day 	Facilitator review Open Q&A
Close	

Day 2:

Topic	Activities
<p>Review of day one and Re-entry</p> <ul style="list-style-type: none"> Review and Q&A from Day 1 Introduction to day 2 Re-energiser 	<p>Facilitator presentation</p> <p>Energy-Ball</p>
<p>Communication</p> <ul style="list-style-type: none"> Different ways of sharing meaning Reinforcement of stereotypes & prejudices through communications Communicating across cultures and personalities 	<p>Facilitator led discussion</p> <p>Case Studies</p>
<p>Introducing programmes</p> <ul style="list-style-type: none"> Aims & objectives Programme contents Trainer Matrices Trainer Support Packs 	<p>Facilitator presentation with open discussion</p>
Break	
<p>Examining Barriers & Issues</p> <ul style="list-style-type: none"> Barriers that have already been raised Strategies for dealing with barriers 	<p>Group Brainstorm and discussion</p> <p>Video Case Studies</p>
Lunch Break	
<p>Practice Session 1</p> <ul style="list-style-type: none"> Case Study / Role Play Recordings taken of role plays 	<p>Small Group work with facilitation practice recorded</p>
<p>Feedback on practice session – Developing a delivery style</p> <ul style="list-style-type: none"> Review of your feelings towards tasks Review of recordings for feedback – Best practice and areas for improvement 	<p>Full group discussion and feedback</p> <p>Watching back recorded facilitations</p>
Break	
<p>Practice Session 2</p> <ul style="list-style-type: none"> Case Study / Role Play Small group Peer reviews 	<p>Small Group Work</p> <p>Facilitator feedback and interventions</p>
<p>Review</p> <ul style="list-style-type: none"> Review of the day 	<p>Facilitator review</p> <p>Open Q&A</p>
Close	