

*Report on*  
*Training of Trainers' (ToT) for Mid-level Management Staff*



Date & venue: October 23-27, 2022, CBCB, Asad Avenue, Dhaka

Organized by: Development Wheel (DEW)

Supported by: Christian Aid UK & Bangladesh, People Tree Foundation.

Participants: Mid-level management staff of fair trade organizations.

**Contents**

- 1. Background -----3
- 2. The course-----3
- 3. The training objectives -----3
- 4. The participants profile -----4
- 5. Training schedule of the course-----4
- 6. Training Method-----5
- 7. Training Sessions -----5
- 8. Facilitator and Guest Speaker-----7
- 9. Summary of the feedback session-----7
- 10. Summary of course evaluation-----8
- 11. Action plan -----9
- 12 Closing Ceremony -----13**

## **1. Background**

In many regions of the world, handicrafts are one of the most accessible sources of income for women and their families. Fair Trade has become a major factor for the enhancement of the producers' well-being. Handicrafts makers continue to grow every year and with it they come closer to improve their livelihoods through Fair Trade, and ensure that their voices are heard.

Nowadays, Fair Trade has begun to enlist more and more products than ever before. As the number of organizations interested in selling and purchasing Fair Trade products grows, changes begin to occur in the demand side of the trade.

Therefore, Fair Trade has proven to be a strong force in dealing with unscrupulous trading practices that exploits producers. The 10 Fair Trade Principles, not only enforce payment of fair prices and wages, but also enable producer empowerment.

Aiming at capacity building for making a secure and enabling environment, Ecota Fair Trade organized a Training of Trainers for mid-level staff of their member fair trade organizations in Bangladesh.

Earlier a capacity enhancement training was held on 'Gender equality and Leadership' with an objective to build the capacity of seven fair-trade organizations during 30<sup>th</sup> July - 1<sup>st</sup> August 2022 at UST Training Center, Adabor-16, Dhaka. A total of 16 participants participated in the training.

## **2. The course:**

The training course was organized by Development Wheel (DEW) in order to enhance their knowledge and skills in developing relevant content for mid-level management staff of fair-trade organizations.

The 5-day training course on **Training of Trainers on Gender Equality and Leadership** was supported by Christian Aid UK & Bangladesh, People Tree Foundation. The Course was facilitated & documented by Basanti Saha.

## **3. The training objectives**

The objectives of this five-day ToT were as follows-

- To share understanding and build capacity on training and facilitation.
- To develop and strengthen presentation skills of mid-level management staff of fair-trade organizations

- To enhance the capacity to use training methods, techniques and materials for a successful training session
- To enhance capacity of mid-level management of fair-trade organization to organize and facilitate a two days long capacity building training and awareness session in the artisan level

#### 4. The participants profile

The participants included 26 persons (Male-15 , Female-11) of mid-level management staff of 07 fair trade organizations. [Participants list is annexed 01].

#### 5. Training schedule of the course

<p><b><u>Day-01</u></b></p> <p>09:00 - Introduction</p> <p>10:00 - Tea Break</p> <p>10:30 - Our experiences on safeguard</p> <p>11:00 - Understanding the newly included concept &amp; Recapitulation</p> <p>01:00 - Lunch Break</p> <p>02:00 – Training and facilitation</p> <p>03:00 - Presentation skills and its elements</p> <p>04:00 – Introduction on basic module</p> <p>04:30 - Tea Break &amp; end of the Day</p>	<p><b><u>Day-02</u></b></p> <p>09:00 - Recap</p> <p>09:45 - - Overview of methods &amp; Techniques</p> <p>10:45 - Tea Break</p> <p>11:15- Development &amp; use of materials</p> <p>12:00 - Group formation and preparation ( From Gender equality and leadership Module)</p> <p>02:00 - Lunch Break</p> <p>03:00 – Practice session and feedback</p> <p>04:30 - Tea Break &amp; end of the day</p>	<p><b><u>Day-03</u></b></p> <p>09:00 - Recap</p> <p>10:00 – Practice session and feedback</p> <p>11:30 - Tea Break</p> <p>12.00 - Practice session and feedback</p> <p>01:00 - Lunch Break</p> <p>02:00 - Practice session and feedback</p> <p>03:00 Practice session and feedback</p> <p>04:00 - Tea Break &amp; end of the day</p>
<p><b><u>Day-04</u></b></p> <p>09:00 - Recap</p> <p>09:45 - Practice session and feedback</p> <p>11:30 - Tea Break</p> <p>12:00 - Practice session and feedback</p> <p>01:00 - Lunch Break</p> <p>02:00 - Practice session and feedback</p> <p>03:30 - Practice session and feedback</p> <p>04:30 – Tea break &amp; end of the day</p>	<p><b><u>Day-05</u></b></p> <p>09:00 – Recap</p> <p>09:45 - Practice session and feedback</p> <p>11:00 - Tea Break</p> <p>11:30 - Practice session and feedback</p> <p>01:00 - Lunch Break</p> <p>02:00 – workplan review and finalization</p> <p>03:30 – Tea break</p> <p>4. 00- Course evaluation</p> <p>04:30 - Concluding Remarks</p>	<p><b>OFF</b></p>

## **1. Training Method**

The training methodology was interactive as the facilitators ensured that knowledge was not only disseminated but accurately perceived and understood by the participants. In order to ensure this, facilitators engaged participants in discussions and kept the forum open for feedback, queries and suggestions.

A mixed training methodology was followed, comprising of brainstorming, interactive discussions, experience sharing, role playing, sharing of case studies, group work, and group and individual presentations by the participants. The training used a range of participatory methodologies and innovative learning techniques.

## **7. Training Sessions**

### ***Day-1***

#### **▪ The inaugural session**

The inaugural session of the training was very concise. Mr. Shah Abdus Salam, Executive Director of Development wheel (DEW), Mr. Swapan kumar Das, Chairman of Ecota fair trade forum ltd. & Executive Director of Prokity inaugurated the training.

They said, Training of Trainer is basically a skill development training. We are lucky to get the opportunity to take it, thanks to Christian Aid and People Tree for supporting us. We hope it will be a great learning session as well as fruitful.

Mr. Shah Abdus Salam brought up the background of the training and introduced the consultant. He also mentioned the importance training of trainers. He wished that this training would open a new horizon in fair trade organization and artisan level.

Mahenur Alam Chowdhury of Chistian Aid also spoke. She concluded introductory session by sharing the qualities of a good facilitator with special focus on Do's and Don'ts. To ensure the quality communication, she briefed the participants about the communication model and importance of feedback.

#### **▪ Introductory session**

After the formal Inauguration facilitator Basanti Saha delivered the session of ToT chronologically. She conducted ice breaking and introductory session by a playful method where the participants understand the importance of the communication and experience sharing of the participants.

In the session, first of all the participants drew their self-image like bird, tree, sky and other natural objects, After that, by the self-image they found their groups. Then they made their group image and

presented it groupwise. In the group presentation, the participants introduced her/himself and shared their length of experience.

After the introduction of all participants the facilitator said we have more than 200 years of experience in the room, at end of the training when we return home, we took some of them and we share some of them. To mix or apply our experience in the session, we will make our session fruitful and participatory.

She presented the facilitation skills under the sub components: Attending - Observing - Listening - Questioning. To ensure the quality communication, she briefed the participants about the communication model and importance of feedback.

- **Recapitulation of the previous basic training**

The objective of this session was to refresh the participants' memories on the content of previous basic training. Facilitator Basanti saha initiated the session by brainstorming of the participants. She and participants discussed the previous training content like gender, sex, difference between gender and sex, gender role, gender discrimination, gender related law and policies, High Court directive for gender sensitive workplace, leadership and gender etc.

- **Our experiences on safeguard:**

For Preventing Sexual Exploitation and Abuse, and Power Abuse, all Humanitarian organizations practice a safeguard policy. On behalf of Christian Aid Mrs. Monjima facilitated the session. She said, in recent years, safeguarding has become a hot topic for all humanitarian organizations to be alerted. She introduced the concepts of sexual harassment, sexual abuse, sexual exploitation and the strategy to prevent and respond to the issues that happened in the workplace and field.

- **The other sessions of the day: basic concept of facilitation, difference between training and facilitation, Presentation and introduction of basic module**

The other content of the day was knowledge based like basic concept of facilitation, difference between training and facilitation, presentation, how to improve presentation skills and introduction of basic module. Though the content was knowledge based and tried to make a common understanding of the participants, it was experience based as well. Participants reflected their understanding and experience in the session and expressed different views of the content.

## **Day-2**

- **Overview of methods & techniques, development and use of materials; preparation for practice session**

Day 2 started off with an open discussion forum with a focus on previous day's recap; participants were asked to share the learning from previous day's sessions. The content the day two of the training was knowledge and skill based like- Overview of methods & Techniques, Development & use of materials. At eve of lunch break facilitator divided the participants into twelve groups. Each group consisted of 2 participants. Facilitator Mahenur Alam Chowdhury gave one topic for each group and make clear understanding about the practice session.

Within the long lunch break, the participant took preparation for practice session as well. After the lunch break the first group presented their session. They presented on 'nijeke kemon dekte chai' from Gender and leadership basic module. After the session, the facilitators gave their feedback for further improvement. By the first practice session, the day ended.

### **Day 3, 4 and 5**

- **Practice session and feedback for improvement**

Day 3, 4 and 5 fully emphasized on participants practice session from basic module and feedback from the facilitators. After the feedback there were opportunity for improvement for the next groups.

The contents of the sessions were from basic module like Self-reflection about gender roles and stereotypical social norms, basic concept of gender, gender terminologies, gender discrimination across the life cycle, power analysis of gender, gender violence and relevant laws and policies, high court directive on sexual harassment, leadership and gender and safe workplace. Though the content was knowledge based and tried to make a common understanding of the participants, it was experience based as well. Participants reflected their concept and experience in the session and expressed different views of the content based on their everyday experiences in the real life. The discussion was a perfect blend of knowledge, exercise and feedback.

As ToT participants, participants conducted an exercise session and prepare her/himself to conduct field level training event like peer group and artisan level. There is a need to be clear of problems that participant-organizations wished to address when implementing the trainings or other events. Participants were also reminded of their improvement's strategy and techniques.

### **7. Facilitator and Guest Speaker**

Ms. Ainoon Nahar, a gender expert and a professor of Jahangirnagar University joined this training as a guest speaker to highlight the transgender issues and importance of inclusion of trans man and women at our workplace and in the society as a whole. He talked about intersectionality, a framework to measurement of gender discrimination. She also explored question-answer session about mentioned topic.

## **8. Summary of the feedback session**

After every practice session, facilitators and other participants gave inputs and feedback on it so that next session will get right guidance and direction. The summary of all practice sessions is below—

- The participants of the ToT course almost enthusiastic and took the learnings from the others sessions' feedback, so the sessions were improved session by session.
- Planning is the most important thing for any presentation, 4 P's are very important like plan, prepare, practice and perform. Presentation is effective only when the presenter adds value to it and meets the overall objective of the event.
- Proper method and material selection is also an important part of the presentation. Without proper method or material, the content of the session will not involve the participants in the discussion, session may be monotonous and don't make any learning to the heart of the participants.
- Eye contact is a significant thing for any presentation. It can pull your audience to your presentation. Use your body language, gestures, hands and facial expressions to reflect your word and content.
- Follow one thing, practice, practice and practice. Mirror or friend can help you to improve and find limitations positively. Take it easy and keep smile.
- Writing on VIIP card, poster paper is very important. Write clear, at least 1 inch size of letter and short, concise message.

## **9. Summary of course evaluation**

Final evaluation was conducted at the course closure in reference to the evaluation form provided by the facilitator.

Evaluation form contained 3 basic questions and an overall comment.

The questions and answers are below—

### **1. Write 3 positive things about ToT course-**

- Almost all of them thought that all sessions were important and presentation techniques and facilitation process were good and clearly discussed about all topics
- Participants thought proper method and techniques applied to facilitated session and all participants are joined the session sportingly



- Participants considered recapitulation is very important for adult learning and practice to be the most useful, they got that in this ToT.

## **2. Write 3 weak points of the course-**

- Almost all of them thought that all course facilitation, management were perfect but one participant believed that more game can be added. More case studies and sharing are appreciated.
- It would be better if the full module was provided instead of individual session plan before the practice session.

## **3. Do you think, some points of the course need change?**

- Almost all participants thoughts `no`. Out of 24 participants, 3 participants thought `Yes`. But they didn't mention what are that changes.

## **4. The last questions of the evaluation form were the overall comment, suggestion on the course –**

### **Recommendation made by the participants:**

- Most of the participants said that it was a complete course the facilitator was able to teach properly and our confidence on session facilitation increased and it will strengthen the participants' facilitation skills.
- To facilitate peer group training and artisan level training.
- Most of the participants wrote, they got clearer concept on gender from the course.
- It will be very helpful for us, in the session, the course focused on facilitation skills instead of knowledge.
- More case studies and sharing are appreciated.

## **10. Action plan**

Two field level courses were planned to be held by the end of 2023. The participants will be invited to be the lead facilitators or co-facilitators in order to provide more training opportunities for them after the ToT course.

All the participants did that organization wise. The facilitator provided the technical support to formulate the planning.

Their action plans are below—

**a. Prokritee.**

<b>What do we do ?</b>	<b>What do we need?</b>	<b>When do we do?</b>	<b>Assume Risks</b>	<b>How to prevent risks</b>
Peer group training	15 participants  Module & learning and support material	Within January, 23	Increase work pressure	Pay extra time to do work
Awareness training at artisan level	30 participants  Module & learning and support material	Within May, 23	Hamper production process	Add extra producer

**b. Kumudini Handicrafts**

<b>What do we ?</b>	<b>What do we need?</b>	<b>When do we do?</b>	<b>Assume Risks</b>	<b>How to prevent risks</b>
Gender Equity awareness training for peer group	15 persons  Trailoring group  Block section  Artisan (inhouse and out house)	January 10- February 15, 2023		

**c.CORR- the Jute Works**

<b>What do we do ?</b>	<b>What do we need?</b>	<b>When do we do?</b>	<b>Assume Risks</b>	<b>How to prevent risks</b>
Peer group training	Module & learning and support material	1-25 February, 23	Time and permission of authority	Apply to authority for permission
Awareness training at artisan level	Module & learning and support material	1-30 May, 23	Time and permission of authority	Apply to authority for permission

**D, Artisan hut**

<b>What do we do ?</b>	<b>What do we need?</b>	<b>When do we do?</b>	<b>Assume Risks</b>	<b>How to prevent risks</b>
Peer group training	Module is needed before the training by 15 November 22	January 12 <sup>th</sup> - february 15, 2023 (tentative)		
Group session Tailoring group Weaving group		January 12 <sup>th</sup> - february 15, 2023 (tentative)		

**e, Thanapara Swallows**

<b>What do we do ?</b>	<b>What do we need?</b>	<b>When do we do?</b>	<b>Assume Risks</b>	<b>How to prevent risks</b>
Peer group training	Module & learning and support material	1 Feb-28 feb, 23	Shipment time  Natural Disaster	Apply to authority for permission
Awareness training at artisan level	Module & learning and support material	Within April, 23	Shipment time  Natural Disaster	Apply to authority for permission

**f, Dew Crafts**

<b>What do we do ?</b>	<b>What do we need?</b>	<b>When do we do?</b>	<b>Assume Risks</b>	<b>How to prevent risks</b>
To grow awareness in fair trade artisan Groups	-A proper plan  - Preparation and discussion  -set a target  -Step by step activity processing  -Ensure the result of training	Peer education training (15 December, 2022- 28 Feb 23)  Awareness  Session (1 March 23-30 June 23)	Lake of time and budget	Negotiate with higher authority.

## 11. Closing Ceremony

The closing session of the ToT concluded by certificate distribution ceremony. Mahenur Alam Chowdhury, Project Manager of Chistian Aid. Mr Abdus Salam, Executive director of Development Wheel (DEW) and Mr. U Thein Maung Treasurer, Ecota fair-trade forum ltd. Presented there.

In his closing remarks Mr. Abdus Salam said, it was a successful event which ended in preparing the 24 master trainers fully equipped with training skills. These trainers will take the lead in their concerned organizations to capacity building of the artisan groups and proved themselves. He congratulated the participants upon the successful completion of the five days TOT.

Mr. U Thein Maung addressed the participants and emphasized on the upcoming responsibilities of the field level training.

Mahenur Alam Chowdhury appreciated the efforts of Development Wheel and praise their enthusiasm showed by the teams in TOT.

The certificates of participation were awarded to the participants and the training was concluded with a vote of thanks by the Project Coordinator Golam Mostofa.

Prepared by

Basanti Saha (01713328807)

Freelance Consultant [basantitaposh@gmail.com](mailto:basantitaposh@gmail.com)

Adabor, Dhaka.

Annexure

1. Participant list
2. Pictorial.