

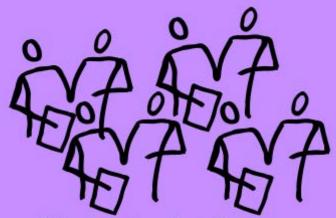
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Federal Department of Foreign Affairs FDFA Swiss Agency for Development and Cooperation SDC

Leading and facilitating a learning event



Step by step guideline for SDC Gender Focal Points in cooperation offices and embassies Conduire et faciliter un évènement didactique



Guide pour le Point focal Genre dans les bureaux de coopération et les ambassades

Step by Step

- The organising Team
- Clarify Purpose
- Inviting Participants (needs, experience, e.g. survey)
- Agenda: Rhythm, Space, Balance
- Meeting
- Harvesting results (mind, hand, heart)
- Transfer Learning (link to work context, action planning)
- After Action Review
- Annex: Overview of methods with links
- → Participants are the actors and owners of their own learning