



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*