# Task clarification: questionnaire

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| **Target group (s):** | Training group participants |
| **Objective:** | To conduct gender consultations: practice task clarification |
| **Methods:** | Group work/ work in gender teams |
| **Task:** | Prepare yourself – using the *questionnaire* (see annex) for a real enquiry / real assignment or for a real client from your area of work. |

- Which questions are relevant to the discussion?
- How do you want to present yourself as a gender team in the discussion?

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| **Task variation**: | Prepare yourself – using the *questionnaire* for a discussion with the HR manager of a company (see scenario). |

- Which questions are relevant to the discussion?
- How do you want to present yourself as a gender team in the discussion?

**Scenario:** There has been a request to hold a gender training programme in a company with approximately 800 employees. The management is all male whilst the employees who input computer data and answer queries are essentially female. The programming department tends to consist of male employees. The male staff council representative (employee representation) has an understanding of gender mainstreaming policy. The male managing director rather less.

The reason for the company to find out more about gender training is the fact that the HR manager has heard that other companies have had good experiences with gender in terms of personnel work.

| **Evaluation:** | Evaluation in plenary session |
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| | • Presentation of working group results (flipchart) |
| | • Feedback on questionnaire: how helpful is the questionnaire? What's missing? What is there too much of? |
| **Time:** | 90 – 120 minutes<br>(60-75 minutes in working group,<br>45-60 minutes in plenary session) |
| **Materials:** | Flipchart paper, pens |
| **Note:** | |
| **Tool (s):** | Questionnaire (see annex) |

## Tool: questionnaire

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| **Advance clarification** | 1. How did the contact come about? |
| | 2. What do we know about the client? |
| | 3. What do we know about the organisation? What do we know differently about the organisation? |
| | Organisational chart – reports – mission statement – gender-specific strategies – aims – experiences with gender training programmes – gender diversity – women's promotion etc. |
| | 4. How important is it to us to get the contract – when do we turn down a contract? How differently do we address this question within the gender team? |
| | 5. Which framework conditions need to be met in order to run a gender training programme, a gender workshop or internal gender consultations? What are the different requirements within the gender team? |
| | 6. What are our aims – as a gender team – in terms of gender training? What different aims do we have, if any? |
| | 7. What do I need – financially, for example? How much time can I invest? |
| | 8. Could we conduct an e-mail survey among the participants beforehand to find out their expectations? |
| **Contact discussions** | 1. Nature of the organisation – backgrounds within the organisation |
| | &bull; Has a decision been made in respect of a gender policy strategy within the organisation? |
| | &bull; How is the running of a gender training programme dovetailed into the gender policy strategy/strategies? |
| | &bull; How will gender training programmes be introduced into the organisation? |
| | &bull; Which need-to-know aspects of the organisation should be included? |
| | 2. Location of preparation discussion |

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| **Contact discussions** | 3. Contact person<br><br>• Are the contact persons the actual clients?<br><br>• What is the role or function of the contact persons? What skills do they have?<br><br>• What aims link the client with the gender training programme? Open – secret – hidden....<br><br>• Is the client familiar with our way of working? |
| **Running of**<br><br>**gender training programmes**<br><br>**gender workshops**<br><br>**internal gender consulta-tions** | • Who initiated the gender training programme?<br><br>• Who is the target group of the gender training programme? Who are the participants?<br><br>• What previous experiences do they have?<br><br>• What do the clients/dialogue partners know about the aims and expectations of the participants?<br><br>• What expectations do they bring with them to the training programme?<br><br>• What are their reasons for taking part in the training?<br><br>• Do they have any apprehensions?<br><br>• Are the aims and expectations of the participants the same as those of the clients? |
| **Aims associated with the gender training programme?** | • What aims are agreed for the gender training programme?<br><br>• What needs to be achieved at all costs?<br><br>• What are the criteria for the success of this gender training programme?<br><br>• What are the considerations for ensuring transfer after the gender training programme? |

| Content of gender the training programme | • What content should be imparted? <br><br> • What prior knowledge do the participants have? <br><br> • What examples from the practical experience of the participants can be dealt with from a gender-orientated perspective? |
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| **Gender training programme methods** | • Is it about delivering an individual experience-oriented training programme or a specialist/practically oriented one? <br><br> • Is the use of specific methods required? <br><br> • Is the use of specific methods not wanted? <br><br> • Work in gender team – change of perspective – gender dialogue? <br><br> • Which media should be used? Which media can be used? |
| **Gender training programme framework conditions** | • Is the event venue external or internal (preferred: external)? <br><br> • What are the time constraints? <br><br> • How many participants will there be? <br><br> • Which rooms and working group areas are available? <br><br> • How are these furnished? <br><br> • What we need: <br><br>    - Facilitator equipment <br>    - Number of flipcharts <br>    - Number of pin boards <br>    - Overhead projector <br>    - Flower vase… <br><br> • Who is responsible for organisational preparation? |
| **Gender training programme documents and materials** | • Can we gain access to documents and materials, (internal) decisions or draft decisions etc.? <br> • Who will make these available to us and by when? <br><br> Materials for the training programme will be produced and made available by us (in sufficient quantities) |