

SHE Pioneers workshop manual

This manual explains how to facilitate the SHE Pioneers workshop. The workshop is recommended to last 1,5 hours.

The facilitator should at this point be well prepared, be familiar with the theme and content and ready to go! Your role as a facilitator is to guide and manage the participants so that they feel inspired and get new perspectives. The purpose of the workshop is for participants to exchange knowledge and experiences, and to find new tools that can be applied in their work.

Block 1 – 15 minutes

This block contains:

Introduction: Introduce yourself and what you look forward to during the workshop. Go through the agenda and the purpose of today.

Check-in: Hold a short check-in to create an open and engaging workshop where participants are being present, seen and heard.

Let the participants introduce themselves and answer one of the following questions:

- 1) What are your expectations for today?
- 2) How are you feeling today?

Block 2 – 60 minutes

This block consists of three exercises (if there is not enough time, only do the first two).

Exercise 1

Instructions:

Split the group into breakouts, 3-4 in each group.

In each breakout group, participants share one at a time.

Open summary in plenum: 5 minutes to share what they discussed.

Questions for each group member:

–What is your biggest leadership challenge today?

–Identify your biggest roadblocks to overcome the challenge.

–How can you overcome your roadblocks? The rest of the group helps to reflect on the challenge/roadblocks by asking questions and sharing their thoughts and experiences.

Exercise 2

Instructions:

Split the group into breakouts, 3-4 in each group (facilitator chooses if it is the same group members or new groups).

In each breakout group, participants share one at a time.
Open summary in plenum: 5 minutes to share what they discussed

Questions for each group member:

- What does empowerment mean to you?
- What can you do to empower your team? (to grow, to be successful, to be confident, to dare speak out, to thrive etc).
- Help each other by sharing experiences, advice etc.

Exercise 3 (optional depending on time)

Instructions: You choose. This exercise can be done in plenum or smaller groups of 3-4.

Question

- What do you as a leader believe is important to think of when you “listen to understand”, compared to when you “listen to reply”?

Block 3 – 15 minutes

This block contains:

Summary: Do a summary of today’s discussion. What was discussed, and what were some of the solutions and key takeaways?

Check out: Hold a check-out of your choice.