# Module 1: Introduction to PSEA training of trainers (ToT)

## HO 1.1 PSEA Training of Trainers agenda

**Note**: exercises marked with an Asterix (\*\*) will be are facilitated by the participants

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| Topic | Content | Duration [[1]](#footnote-2) |
| Module 1: Introduction to PSEA training of trainers (ToT) | **Session 0: Overview of PSEA TOT training**  **Session 1: Key concepts**   * Safeguarding and PSEA * Power walk\*\* * Human rights and GBV   **Session 2: Preventing SEA – Zero** **tolerance**   * Serve with Pride * 6 Core Principles | 2 hours, 45 minutes |
| Module 2: PSEA and safe programming | **Session 1: Understanding safe programming**  **Session 2: Identifying protection/SEA risks**  **Session 3: Mitigating protection/SEA risks**  **Wrap up and module review** | 2 hours, 30 minutes |
| Module 3: Developing PSEA policy and code of conduct (CoC) | **Session 1: PSEA Policies**  **Session 2: Code of Conduct**\*\* | 2 hours, 45 minutes |
| Module 4: Developing PSEA human resources policies and measures | **Session 1: Staff understanding of PSEA**  **Session 2: PSEA HR measures**   * Intro and exercise on Job interview and advertisement * All HR PSEA measures   **Module review** | 2 hours, 50 minutes |
| Module 5: Community engagement and PSEA | **Session 1: What is Accountability**\*\*  **Session 2: Community engagement and information sharing on PSEA**   * Exercise Three lines, PMWG * Exercise PSEA messages * Module review | 2 hours, 30 minutes |
| Module 6: Feedback, Complaints and  Response Mechanisms (FCRM) and PSEA | **Session 1: Feedback and complaints mechanisms and PSEA**   * Overview of Feedback and response mechanism * Encouraging feedback – exercise * Minimum PSEA messages   **Session 2: Handling feedback and complaints**   * Standards of effective feedback and complaint mechanism * Exercise 12 steps in handling complaints\*\* * Exercise – sensitive vs non-sensitive feedback * Debrief   **Session 3: FRM Quiz with debrief and Module review**   * Exercise feedback and complaints Quiz\*\* | 3 hours, 50 minutes |
| Module 7: Responding to SEA reports (IRIS) | **Session 1: Obstacles to staff reporting SEA**   * SEA – Maze Game   **Session 2: Internal reporting**   * Exercise – internal reporting channels * Model reporting escalation procedure  |  | | --- | | **Session 3- SEA reporting from community**   * Model SEA reporting from communities * Exercise referral Web game, PMWG   **Session 4 – Investigations**   * Quiz + Module review\*\* | | 3 hours, 30 minutes |
| Module 8: Assigning PSEA responsibilities | **Session 1: PSEA roles and responsibilities for all staff**   * Exercise World Cafe   **Session 2: Roles and responsibilities for Focal Points**   * Exercise - PSEA FP roles and responsibilities * Module review for roll out | 1 hour, 40 minutes |
| Module 9: PSEA with partners, suppliers and contractors | **Session 1: Raising PSEA awareness with partners, contractors and suppliers**   * Introduce * Exercise - Role play   **Session 2: Implementing PSEA requirements with partners, suppliers and contractors**   * Exercise - Case study * Steps in defining expectations around PSEA * Module review for roll out | 2 hours |
| Module 10: Facilitation methodology | * Exercise: Teaching/lecturing versus facilitating * Exercise: Training approaches * Do’s and Don’ts of facilitation | 1 hour, 15 minutes |
| Handout module: Introduction to PSEA | Handout Module: Introduction to PSEA |  |

1. See Facilitation plan for detailed timing [↑](#footnote-ref-2)