

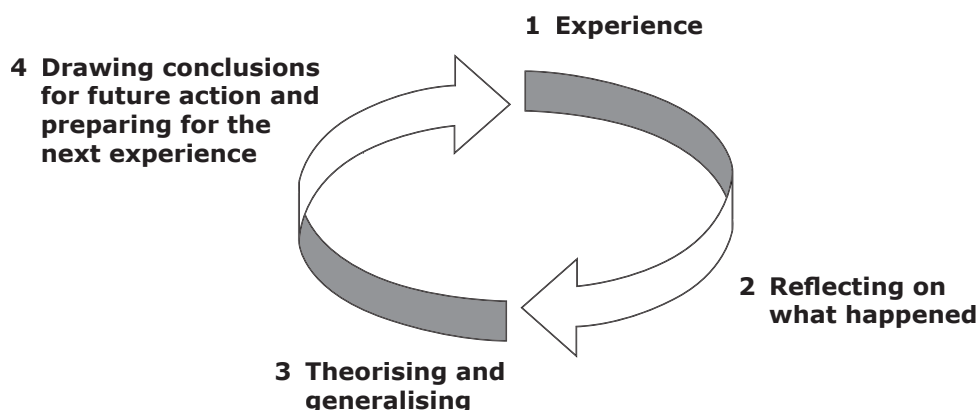


One aim of this Action Guide is to help people turn materials about gender mainstreaming and the GMS into practical action. Throughout the units you've been asked to apply ideas to situations, to think about your own practice and to plan specific changes and actions. This unit will bring together what you have learned in an action plan that will help you move forward with your gender mainstreaming task. It will help you to:

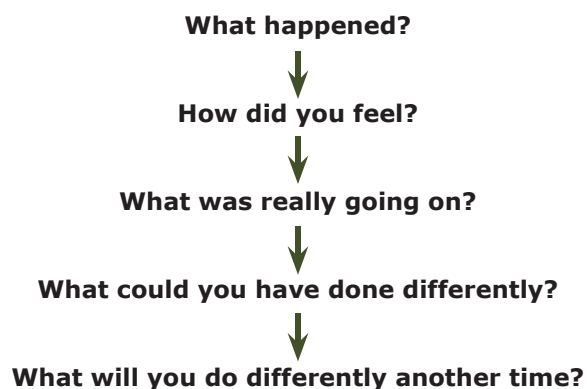
- reflect on your learning from the Action Guide
- develop an action plan for your gender mainstreaming task
- plan reviews of your progress

Reflection

It's said that reflection is what makes the difference between someone who has had twenty years' experience and someone who has had one year's experience twenty times. Reflection is fundamental to any work-based or experiential learning programme, and ideally should also be a key feature of people's professional and personal lives. The following simplified diagram shows how it works.



Here is a simple process for reflecting on an experience:



Reflecting on learning

Now let's apply this process to your learning from the Action Guide.

ACTIVITY

What happened?

(What did you hope to get from the Action Guide? Which units did you work through? What did you learn? Did you meet your objectives?)

How did you feel?

(What was good, bad, surprising about the experience? What went well, what went less well? How did it compare with your expectations?)

What was really going on?

(Were things not as they seemed at first? Were there underlying issues?)

What could you have done differently?

(Approached the learning or task in a different way? Organised the timing differently?)

What will you do differently another time?

And finally:

What will you do next to follow up your learning?

Things you could do next

- Do further activities following on from the Action Guide (e.g. more reading of manuals, work-based research or investigation, talking to colleagues); look back at the units and see if there are things you intended to do.
- Do further reading and research; look back and see if there are resources you identified.
- Do further training and development; what are your intentions for professional development?



Reflecting on your task

The next activity applies the Action Guide learning to your professional task. It reviews your planning from Unit 2 'Defining the task' in the light of what you have learned since. Look back at your original plan now, and then refine and revise what you wrote there.

ACTIVITY

Your task What is your task in relation to gender mainstreaming and establishing a GMS?

Purpose Why are you doing this? What do you plan to achieve?

Steps What steps can you break the task down into? What are your priorities?

Time frame How long have you got?

Completion date?

Time (in hours/working days) for task

Who else is involved?

- e.g. manager
- colleagues/team
- staff
- client group/audience
- networks

What are the gaps? What do you need in order to do the task that you don't yet have?

- people
- information
- equipment/resources
- skills
- other

How will you get them?

How will you know if you have succeeded in your task?

Next steps you will take over the next month to get started on the task

Reviewing progress

To follow up your action plan, think about processes for self-monitoring, evaluation and review.

Questions to consider:

- Why will you review your work (e.g. to report back, to check progress, to improve)?
- When do you need to review progress (e.g. after 1, 3, 6 and 12 months)?
- What will you review (e.g. what are the interim steps and how will you measure what you have achieved)?
- Who else will be involved (will it be a self-evaluation, peer review, manager review, part of more formal human resources/managerial appraisal systems)?
- How will you carry out the review (personal reflection, more formal evaluation and reporting, following organisational monitoring and evaluation systems)?
- What kind of action do you expect to take as a result of the review (e.g. revise plan, decide whether or not to continue)?

ACTIVITY

Review plan

Why?

When?

What?

Who involved?

How?

Diary dates: write the review dates in your diary now.



Checklist

- Reflect on your learning from the Action Guide.
- Develop an action plan for your gender mainstreaming task.
- Plan reviews of your progress.