



The GMS Trainer's Guide is part of the GMS Toolkit. It is a practical resource to help trainers and facilitators, and gender staff whose work includes elements of gender training and facilitation.

The GMS Series describes gender training as one of the main mechanisms for bringing about change in an organisation using gender mainstreaming and a gender management system (GMS). The main purpose of this manual is to help that process of organisational and individual transformation.

The aims of the Trainer's Guide are:

- to introduce gender training approaches and methods
- to build capacity, to enable people to use the GMS series as a source of training materials for gender mainstreaming
- to provide a selection of adaptable training activities and applications to help trainers in a GMS

Above all, the Trainer's Guide is a resource that can be plundered and adapted for a variety of contexts and purposes. Use the Overview table on the next page to get started and find your way around the manual.

To get the most out of this manual, first work through Unit 8 of the GMS Toolkit Action Guide 'Using the Trainer's Guide'. This unit will help you to:

- identify how far your own role involves training and facilitation
- scan the Trainer's Guide and identify the parts relevant to your own needs
- identify other sources of information and support about training
- plan further action needed to enhance your activities as a trainer

Working through Unit 8 will take about an hour, and will enable you to use your time and this Trainer's Guide more effectively.

You will also need some of the GMS series handbooks, which are on the CD-Rom included with this Toolkit (or you may have the published handbooks). You will certainly need the core handbooks: GMS Handbook, Using Gender-Sensitive Indicators and Gender Mainstreaming in Development Planning. In addition, you will need the sector-specific handbooks relevant to your area of work and the Change Management Briefing.

## Overview

Contents	Purpose	How to use
<b>1 Introduction</b> 1.1 About the Trainer's Guide 1.2 Before you start 1.3 Overview	Orientation Using the Action Guide Scanning the Trainer's Guide	Use to get started and find your way around the Trainer's Guide
<b>2 About gender training</b> 2.1 What is gender training? 2.2 Best practice 2.3 Planning gender training	Introduction to gender training Why it is important - principles Best practice	If you are an experienced trainer, this will be a useful refresher If you are inexperienced, this is an essential starting point
<b>3 How to</b> 3.1 Do a learning needs analysis 3.2 Plan a training course 3.3 Plan an activity 3.4 Choose the right method 3.5 Run a group discussion 3.6 Develop and use a case study 3.7 Run a debriefing 3.8 Adapt training activities 3.9 Plan the practical side 3.10 Monitor and evaluate	Train-the-trainer briefings Information and advice about designing training Guide to making best use of the modules	If you are an experienced trainer, this will be a useful refresher If you are inexperienced, this is practical guide to get started
<b>4 Key concepts</b> 4.1 Sex and gender 4.2 Gender division of labour 4.3 Practical and strategic needs 4.4 Development approaches 4.5 Frameworks for gender analysis and planning 4.6 Concept table	Overview of key concepts used in the Trainer's Guide	Use for essential background Copy or adapt for briefings, handouts and quick guides Use to develop materials or activities
<b>6 To help you choose</b>	At-a-glance information about the activities, gender mainstreaming topics, handouts and methods	Look for topics you could adapt Look for examples of training in key gender mainstreaming topics Look for examples of tools and techniques



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<p><b>Modules</b></p> <p>Core modules</p> <ol style="list-style-type: none"> <li>1 The Gender Management System</li> <li>2 Using gender-sensitive indicators</li> <li>3 Development planning</li> <li>4 Change management</li> </ol> <p><b>Sector modules</b></p> <p>A: Finance            B: Public Service            C: Education            D: Trade and Industry            E: Agriculture and Rural Development            F: Information and Communications            G: Legal and Constitutional Affairs            H: Science and Technology</p>	<p>Core modules cover general issues and methods            Sector modules cover topics relevant to that sector</p> <p>Examples of adaptable training resources and activities</p> <p>Designed for face-to-face training with groups</p> <p>Introductions to each module highlight links to GMS manuals, sector issues and context</p> <p>Draw on GMS manuals and their research and analysis</p> <p>Based on best practice in participatory gender training</p> <p>Trainer's notes for each activity</p> <p>Handouts to photocopy</p>	<p>Go to the modules that look relevant to your sector and work</p> <p>But look through the others too for activities you could plunder and adapt</p> <p>Use 'To help you choose' to see what GMS topics and training tools and techniques feature in activities.</p>



*Use this space to make notes*