INCLUSIVE ORGANISATIONS

MODULE on "Relationship Building"

(VERSION A)

MAIN GOAL

Understand the relevance of relationship building within the inclusion strategy of the organisation and Identify potential partnership opportunities.

OBJECTIVES OF THE SESSIONS

- Understand the importance of building a community in order to foster the inclusion of young people from marginalised groups
- Identify potential partnership opportunities in order to respond the needs of marginalised young people
- Improve relationship building in the organisation's inclusion strategy

DURATION FORESEEN

3 hours and 30 minutes

NEEDS (FOR THE SPACE)

- A room with chairs and the possibility to project a presentation and/or hang flipcharts. The room should allow participants to work in small groups as well, also they will need tables for the group analysis.

FOR WHOM

- Staff members of the organisations, volunteers,

STEP BY STEP DESCRIPTION

- 15' INTRODUCTION

  Expected outcome: Participants get the basic information they jumpstart the thinking about the topic

  1. Presentation of the facilitators
  2. Round of name and pronouns
  3. Recap of the certification scheme process
  4. Presentation of the agenda of the day, the trainers answer questions that might arise from participants.

- 20' WHY IS IT IMPORTANT

  Facilitators present key concepts on relationship building to participants using a powerpoint presentation. You can find an example that can be used in Annex 1 (Materials Needed) and it's directly connected to the manual: take into consideration that the part of the presentation that should be used at this point is only the first one (before the "Group Analysis" slide).

  Also, some parts of the presentation can appear too theoretical for people that are not really familiar with the topic, so feel free to add practical examples if needed.

  Note for the facilitator: in cases in which the people attending the workshop are those that also filled out the self-assessment, it could be interesting to switch this part with "where do we start?" and only remind them the theoretical part once you got them already on board recapping their own situation. While if you have new people, it would be a bit out of the blue to start already with the recap and we suggest starting with a bit of theory.

- **30' WHERE DO WE START**

  The idea here is to make a recap of the results gathered from the organisation's self-assessment regarding the 7th area: "Connecting, Networking and Partnerships".

  The trainer presents the results gathered, here we propose two different ways on how to do that (you can find them in Annex 2 and Annex 3 in materials needed) so you can use the method that is more suitable for the organisation you're working with.

  Once you're done doing the recap, ask the participants if they want to add anything, in case something else has been developed since they first went through the self-assessment.

- **50' GROUP ANALYSIS**

  Participants are divided into 3 groups (ideally maximum 4 people per group) and the trainer presents the three topics that will be discussed during the exercise and the methodology that will be used.
  The topics:
    - Reasons why the organisation needs to work on Relationship Building
    - Factors that limit the RB efforts with other Organisations,
    - RB Opportunities to explore and foreseen impact

  The methodology: The groups are given 20 minutes to discuss and note down their thoughts on a flipchart to discuss the first 2 topics and note down their thoughts. Once the time is up, there will be a round of sharing of the results from the 3 groups and then, all together in plenary, will focus on the existing opportunities that could be explored further.

Note for the facilitators: if you see that the participants don't relate or understand what you mean with the names of the topics, use practical examples that they could connect with. Examples that you might use:

- Our office is not wheelchair accessible so I cannot attend to wheelchair users if not online, but I can team up with another organisation that can lend me the space for meetings from time to time, and add a disclaimer asking people if they use a wheelchair so I can properly attend them. So the reason it's because our space it's not accessible and right now we don't have the resources to move somewhere else.
- A factor that limits the RB efforts with other Organisations: right now our organisation is going through some hard financial times, so we cannot be part of networks that require a monetary subscription fee.
- We have a rule of not collaborating with any political party in order to maintain neutrality.

- 20′ BREAK

- 20' INPUTS AND ADVICES

The facilitator gives an input on possible ideas and tips on how to improve an organisation's Relationship Building area of work and connects it with the results and content of the "Where do we start?" exercise, to make it more practical for the participants.

We prepared an idea for a presentation (Annex 1 - starting from page 8), but it has to be finished and elaborated based on the effective case. We started creating this presentation based on some of the ideas that are present in a manual that is especially addressing organisations of the youth sector, so feel free to keep what is useful for you and add/change information

- 30' CALL TO ACTION

  Planning phase (20 minutes) - Starting from the results of the exercise "Group analysis" the participants did before and using the new findings that came up during the session, participants work on next possible steps individually or grouped according to their competences and responsibilities in the organisation (ex. divided in department or projects). The trainers ask them to write down in foot-shaped papers or post-its the steps that they will need to make in order to fulfil their ideas and set deadlines.

  Round of sharing (10 minutes). Trainers ask the participants to share their own ideas with the rest of the group and motivate everybody in supporting each other to fulfil their commitment. Facilitators here need to remind participants to stay focused in imagining feasible plans with a rather small commitment that they can apply realistically, prioritising small steps that can take them forward in their strategy development. Big plans of course are welcome too and will be recorded, but they will need to be discussed further in the future. The trainer shared the link to a mentimeter poll with the participants and gathered their feelings.

- 20' EVALUATION AND CONCLUSION

  The facilitator shares the link to a mentimeter poll with the participants and gathers their evaluations of the workshop. In the Annex 4 you can find an example of evaluation you can use, but feel free to create your own or adapt it according to the group needs.

MATERIALS NEEDED

- Projector
- Laptop
- Wifi connection
- Flipcharts
- Pens and markers
- Paper Sheets
- Sticky notes
- People will need their mobile phones for the evaluation (if you do it online)
- [Annex 1](#) - powerpoint presentation for "Why it is important", "Group Analysis" and "Inputs and Advices" activities
- [Annex 2](#) - Template A for the "Where do we start?" activity
- [Annex 3](#) - Template B for the "Where do we start?" activity
- [Annex 4](#) - Example of evaluation you can use

TIPS FOR TRAINERS

- Important - some activities need some preparation and adaptation from the trainer based on the specific group needs, we marked them with this symbol: *
- The tips are included in the step by step.

FURTHER READINGS

- Various Authors, Tools for Equality and Inclusion in Youth Work - a guide for youth workers - https://ec.europa.eu/programmes/erasmus-plus/project-result-content/f0baeb95-6335-467b-84ad-fb37cc056e4e/BE-IN_guide_for_web_fin_EN.pdf

- Cheong Cheok Yin, A., & Bahardin, A. A. (2022). Diversity and Inclusion in Service, Relationship Building and People Management. Cuadernos Del Centro De Estudios De Diseño Y Comunicación, (169). https://dspace.palermo.edu/ojs/index.php/cdc/article/view/7094