

## **Session 2      Overview of the Workshop.....15 minutes**

**Step 1**      Give an overview of the workshop by explaining the following:

The workshop will cover the following issues:

- Basics of HIV and AIDS
- Basics of Strategic Communication
- Principles and Practices of Adult Education
- Facilitation Skills

Explain that the workshop/training will be participatory and everyone is both a learner and a facilitator.

Show participants the 'Question Box' or a 'Suggestion Box' and explain that it will be available throughout the training. Encourage the participants to write any questions they have and assure them that there is no such thing as a 'dumb question'. Point out that giving the participants an opportunity to ask questions anonymously helps ensure that you can address their concerns promptly and appropriately. Make sure you read the questions in the question or suggestion box daily and reply to them the following day.

**Step 2**      Give each participant a VIPP card and ask him/her to write one ground rule that should be observed throughout the training, for example, punctuality. Put these on the wall for everyone to share. Cluster similar ground rules together.

Then explain that some topics may involve the participants in a discussion of sensitive or personal topics. Therefore it is important to set the stage with other appropriate ground rules.

Show the following ground rules either on a flipchart or on VIPP cards and explain each as you present it. Hang the flipchart or VIPP cards on the wall for the duration of the training.

- Confidentiality What we share in this group will remain in this group.
- Respect We should respect other's opinions and experiences;

- Openness It is important to be open and honest but not to disclose others' personal/private lives. It is okay to discuss general situations as examples but not to use names.
- Non-judgmental approach It is okay, and in fact desirable, to disagree with another person's point of view, but not to judge or put down another person.
- I-statements It is preferable to share our feelings or values using I-statements. For example, 'I do not want to have sex before marriage'.
- Right to pass This programme is designed to encourage participation, but it is always OK to pass, to say 'I'd rather not do this activity' or 'I don't think I want to answer that question.'
- Anonymity It is OK to ask a question, anonymously if necessary and ensure the group that all questions will be answered.
- Acceptance It is okay to feel uncomfortable; even adults feel uncomfortable when they talk about sensitive topics like values or sexuality.

Now ask participants if there is any other ground rule that should be added on this list.

**Step 3** End this session by asking participants if they have any questions or anything to add.

**Discussion/  
Evaluation** None