



**Rising to the Challenge:
Sex- and Gender-based Analysis for
Health Planning, Policy and Research in Canada
Workshops 2009**

Facilitator's Guide

Sex and Gender-based Analysis Workshops

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In this guide, you will find:

- Objectives of the Workshop
- Rationale for the Workshop/Activity Format
- The Case Study Moderator/Timekeeper Role
- The Facilitator's Role in Group Work
- Techniques/Issues Specific to this Workshop
- Principles of Effective Facilitation

This workshop is developed and delivered by staff of the Atlantic Centre of Excellence for Women's Health (ACEWH), Prairie Women's Health Centre of Excellence (PWHCE) and BC Centre of Excellence for Women's Health (BCCEWH).

Overall Goal of the Workshops

The workshops are designed to engage with health planners, policymakers, practitioners/programmers, and researchers to build their capacity to undertake sex- and gender-based analysis and integrate SGBA into their work.

Workshop Objectives

- To introduce participants to the book, *Rising to the Challenge*
- To increase awareness of SGBA as an essential tool for health planning, policy-making, programming, and research
- To build participants' capacity to undertake and integrate SGBA in their work
- To assess the relevance of the book and workshops to audience

Rationale for the Workshop Format: Introduce and Practice SGBA Process

The case study exercise is founded on a case study from the book which has been expanded for this particular workshop series. It has a number of components that address all of the process aspects of SGBA: issues, populations, evidence, implications and recommendations. These aspects of SGBA are illustrated with a wide range of information taken from research, media, and grey literature. Although the workshop

process will follow them in a particular order, it is important to clarify for participants that the SGBA process is very fluid and one can move among the components as needed. We recommend that the facilitator avoid engaging in debate over the likelihood or construction of the narrative elements, as well as the validity/source of data. In our experience, this behaviour can sometimes be used as a means to avoid grappling with the real impact of sex, gender, diversity and equity on health and wellness and in society more generally. It is also a distraction from the objectives of the workshop and may compromise the learning environment.

As we work through each component of SGBA, participants are asked to think about the relevance of the SGBA process in this case study and in their own work. The debriefing at the end of the case study exercise will invite commentary about this relevance.

Prior to the workshop, it may be helpful for the facilitator to read the entire case study annotated agenda as well as review the materials that have been prepared to accompany parts of the process. This will help the facilitator to identify key concerns surrounding sex, gender, health, diversity, equity, wellness, etc. Please feel free to ask for clarification or further information if any part of the exercise is unclear to you.

Role for Moderator/Timekeeper

The moderator/timekeeper will provide the leadership and coordinator for the case study exercise. She will introduce each of the 5 parts, and in several instances she will provide some of the information to all of the groups – video segments, powerpoint slides, etc. She will also monitor the time for each part, indicating when to move on to another part of the exercise. After the fifth part of the process, she will lead the debriefing to conclude the exercise.

The Facilitator's Role in Group Work

Facilitating group work is an integral part of supporting participatory processes. The facilitator takes a central role in guaranteeing the smooth running of the session, maintaining a balance between letting the group work on their own and assisting actively in order to avoid unnecessary detours and friction.

Techniques/Issues Specific to this Workshop

During group work, potential problems can arise; these can be issues of timing, equal airing of viewpoints, lack of focus, and individual communication styles. You may wish to follow these steps to ensure a clear and productive session.

Before the Session:

1. Familiarize yourself with all parts of the exercise. See the annotated case study agenda.
2. Ensure that you are comfortable with the content of the exercise. Do some background reading, if necessary. Bring any questions to the attention of the workshop leaders.

At the Beginning of the Session:

1. Introduce yourself and explain your role (such as, to capture major items of interest).
2. Encourage participants to introduce themselves.
3. Ensure participants understand that consensus is not required or needed during this type of session; each participant is here to add to their own experience.
4. Provide the handouts for each part of the exercise. They are labeled to accompany relevant sections. Give the participants a few minutes to review the information; offer to clarify anything people do not understand. It is unlikely that all participants will finish reading simultaneously; look to body language (shifting, raised head, eye

contact) to determine when the majority of participants are finished. Speak quietly to begin the discussion so that others have a greater chance to complete the reading.

5. Guide the group through the questions for each part. You may not have time to deal with each question but you need to:
 - Encourage general discussion and allow the participants to talk;
 - Guide the discussion to focus more specifically on SGBA components.
6. Note any important words or phrases from each part of the process so that we can summarize them in the debriefing.

During the conversation at your table:

1. Encourage quieter participants to contribute and good-humouredly try to restrict more assertive participants (observe the general demeanour of the group to determine if this becomes necessary). Keep/record an overview and guide the group to adhere to a sex and gender-based analysis (rather than other issues of social justice). You may find it helpful to acknowledge that teasing out the gender and diversity issues from other issues is often challenging. Watch the time closely.
2. Remember to demonstrate respect towards diversity among participants at all times...
3. Try to remove yourself and your personal opinions from the content of the discussion. Observe and listen; this includes monitoring social interactions during the discussion and managing these where appropriate

Principles of Effective Facilitation

These are some basic tenets of successful facilitation:

- State the objectives of the exercises so that all participants are clear on the task to be completed.
- Establish and get consensus on “ground rules” for conversation.

- Guide the discussion of others instead of participating in the discussion; think of the facilitator's role as an "air traffic controller".
- Encourage everyone to talk (explain at the beginning of the session that the facilitator will intercede and bring the session back to a group discussion if one person has dominated the dialogue); evoke participation by non-threatening observations such as "X, it looks as though you're considering Y's last comment..."
- Be ready to deal with emotional reactions and/or disclosure; have a respectful yet firm response ready, such as "Thank you for sharing that with us, now we need to return to the task at hand."
- Avoid distractions or digressions; refocus the group using phrases like "And in what way do you see that point relating to sex, gender or health and wellness?"
- Signal the approaching conclusion of the exercise; use finite reminders ("We have five minutes left with our group") or summary actions ("What are our three most pressing concerns to feed back on in this scenario?")

Remember that "...A good facilitator is not a stage performer but one who creates space for other people to interact and have their passion flow on a matter of common concern..."

You can write the names of participants here to help you during the session:

Have a good session!