

PART I - BACKGROUND

This training manual for training skills was compiled in response to requests from Commonwealth governments for a course for women trainers, at an earlier series of regional workshops on influence skills for women in national machineries and non-governmental organisations.

The material was prepared by the Commonwealth Secretariat with the assistance of Lee Bryce, a London-based management training consultant. It was used in a series of three regional workshops for women trainers organised by the Women and Development Programme of the Commonwealth Secretariat, and funded by the Commonwealth Fund for Technical Co-operation.

In the belief that all training must be placed in a socio-political perspective and that the goals of the training programme must be clearly defined, the Programme began each training course with a session looking at the issues raised by various conferences on women and development, and examining the relevance of such issues to training as a politicising and awareness-building method.

Equally important in training courses for women and men are the "ice-breaking" exercises which were used in all courses to generate a relaxed, trustful atmosphere and supportive attitudes among participants.

The sessions in this training manual can be used or adapted to suit many different training needs. They are not necessarily intended to be used in the order in which we have printed them or even in this combination. As every experienced trainer knows, flexibility is essential in organising and running any training activity.