



MODULE on “Support Mechanisms for inclusion in organisations”

(VERSION A)





In organisations where a basic framework for practising safer spaces exists, the support mechanisms are different ways how (young) people from marginalised groups get supported via more or less individually tailored support mechanisms - concrete and needs based support.

Support mechanisms need to be structurally embedded in the organisation and not just dependent on ad hoc situations. Concretely:

- protocols for what to do when certain negative situations arise - curative approach
- preventive measures: activities and measures for prevention of crisis situations
- Concrete protection: legal mechanisms and internal organisational mechanisms
- define positive discrimination and quota and other measures that particularly support people from marginalised groups (staff / volunteers / participants ...)

MAIN GOAL

Participants gain awareness about the importance of support mechanisms for (young) people from marginalised groups necessary for their sustainable participation and inclusion on all levels of the organisation.

OBJECTIVES OF THE SESSIONS

- Participants will gain understanding of the difference in experience of the organisation, the work, the work environment for (young) people with marginalised background and those who do not have the background of marginalisation.
- Participants will get to know what support mechanisms are, and explore practical examples.
- They will reflect on how to choose the mechanisms while considering the balance between organisational capacity and the individual needs.





DURATION FORESEEN

4 hours and 10 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.

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- All staff members of the organisation, with the important mention that **It is crucial that people with decision making power in the organisation are part of the group**

STEP BY STEP DESCRIPTION

- 25' INTRODUCTION
 1. Introduction of trainers
 2. Short round of names, pronouns and role in the organisation
 3. Agenda of the day
 4. Present the aim and objectives of the workshop
 5. Summary of what the organisation has done so far and where are we now with the process
 6. Introduce who we strive to include -- who are (young) people from marginalised groups (show pg. 9 from Manual) and emphasise which group(s) their organisation chose to work on and make the link that the support mechanisms we will deal with will be focussed on this perspective





- 20' UNDERSTAND THE DIFFERENCE IN EXPERIENCE OF THE ORGANISATION
Expected outcome: Participants will gain understanding what is the difference in experience of the organisation, the work, the work environment for (young) people with marginalised background and those who do not have the background of marginalisation.

Case studies

The trainers develop few short case studies where they describe the particular situation related to the work in the organisation and always have option A - the "worker" / "affected person" is a person from marginalised group and option B - the "worker" / "affected person" is NOT a person from marginalised group for the same case.

The case studies are tailored to the marginalised group(s) the organisation chose to work on.

The different case studies should be representable for different areas of organisational work/structures:

- inclusion and participation of volunteers in the organisation
 - staff in role of representing the organisation externally (relation to institutions and external power structures and societal dynamics)
 - being in decision-making position
 - being in position of junior-staff (new to the organisation, young, job role of less power / supportive role)
 - leading organisational activities (trainer or facilitator in activities; project managers and coordinators; community organisers; mentor and coaches; ...)
1. Introduction to the activity 5 minutes
 2. Divide into 5 groups and hand out the case studies to be read in the small groups 10 minutes
 3. Discussion and mapping in small groups 30 minutes





4. Map the differences in the experience of person A and person B on a flip chart (divided in 2 parts).

Support your mapping with the guidelines:

- accessibility of physical spaces
- support mechanisms that the context itself offers / protection from discrimination, violence, ...
- my emotional state, being triggered and personally affected
- cultural barriers and characteristics (domination and submission, assertiveness, social roles...)
- conditions of work (are my cost pre-covered, insurance, risk mitigation ...)

Annexes: Case studies document

- 10' BREAK
- 45' PRESENTATIONS AND REFLECTION
Final presentation of the small groups work and closing the activity with questions and clearing doubts.
- 60' RESEARCHING SUPPORT MECHANISMS
Expected outcome: Participants will get to know what are support mechanisms, explore practical examples.

Support mechanisms need to be structurally embedded in the organisation and not just dependent on ad hoc situations.

1. The facilitator prepares 4 tables with a flipchart and 1 name of the categories below





- protocols for what to do when certain negative situations arise - curative approach
 - preventive measures: activities and measures for prevention of crisis situations
 - Concrete protection: legal mechanisms and internal organisational mechanisms
 - define positive discrimination and quota and other measures that particularly support people from marginalised groups (staff / volunteers / participants ...)
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2. Participants divide into 4 groups and the facilitator explain the activity
 3. The activity consists in all the group passing by each table in rotation (4 rounds) and for each round they have a question they need to answer and take notes on the flipcharts, as follows:
 - Round 1: Do you have implemented this mechanism in your organisation or something like it/parts of it/elements?
 - Round 2: Have you encountered this mechanism in other places/life/workplaces/etc?
 - Round 3: Think about and describe 1 concrete example of this mechanism
 - Round 4: Do you know of concrete examples that address marginalised groups?
 4. Each round will have a time of 15 minutes
- 10' BREAK
 - 40' APPLYING SUPPORT MECHANISMS FOR INCLUSION INTO THE ORGANISATION
- Expected outcome: Participants reflect on how to choose the mechanisms while considering the balance between organisational capacity and the individual needs.





1. Participants stay at the last table/topic they were and define more in-depth:
 - a. One way this support mechanism could be used to support marginalised groups in their organisation
 - b. They create a concrete suggestion for this mechanism: name who it targets and what need it addresses
 2. The mechanisms are presented to the entire group
 3. The participants rank suggestions according to:
 - a. How important is this for the organisation and for them personally
 - b. How realistic it is considering our resources
 - c. Where do they fit in a short-term or long-term timeline
 4. After ranking, the facilitator clusters and structures the suggestions and presents the results to the group
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- 10' EVALUATION AND CLOSING
- Expected outcome: Close the process and reflect on the learnings of the day
- Using Dixit cards*, participants reflect and share with the group:
- how they are feeling after the workshop
 - 1 personal AHA! learning moment from the day

Suggestion for trainers: Given that the process of the module is quite intense, think of a evaluation method more easy to digest and brings down the level of energy and possible discussions





MATERIALS NEEDED

- post-it notes
- pens
- flipcharts
- markers
- beamer and manual pdf or flipcharts with text from manual Inclusive Organisations
- [Manual of Inclusive Organisations](#)
- Print out of the [case studies](#)

