

Session name: Effective Methods of Disputes Prevention					
Duration: 120 min					
Hours/ Time	Topic/ Activity	Method and description of activity flow	Training materials needed (E.g. Handouts, PPTs, Video)	Materials needed	Trainers
15 min	Effective Methods of Disputes Prevention - Intro	<p><u>Facilitated discussion:</u> Start with a question: Based on your experience what do you think are the effective methods of disputes prevention?</p> <p>The trainer(s) will collect the input from participants and, after people have expressed their opinions, the trainer(s) will connect their views with the main methods and provide a short input for each:</p> <ol style="list-style-type: none"> 1. Relationships by objectives 2. Managing potential conflict 3. Mediating discontent 	PPT with the method OR Methods written on a flipchart	Screen, Laptop, projector Flipchart, markers	1 trainer to facilitate the discussion, 1 (co) trainer to jot down participant input
105 min	Effective Methods of Disputes Prevention – World Café	<p><u>World Café</u></p> <p>Trainers will have already prepared the tables for the World Café, now they will just reveal the questions for each table: each table will be dedicated to one method and will include the following questions:</p> <ul style="list-style-type: none"> ○ What does this method imply in terms of actions/ principles? ○ When is it appropriate/useful to use this method? <p>Session FLOW:</p> <ul style="list-style-type: none"> ○ Introduction to the World Café method: 10 min ○ Discussion/ table – 3 rotations: 3 x 10 - 15 min ○ Buffer time for changing tables: 5 min ○ The hosts from each table in the final round present to all the participants in plenary the key elements discussed: 3 tables x 7 min ○ The trainer validates and completes the information with important input, examples, etc.: 15 min <p>Afterwards, all flipcharts should be put on the walls or pinboards so that they stay visible for participants.</p> <p>The participants will receive comprehensive information on the methods at the end of the session (printed, by emails in the form of Word, PPT, etc.).</p>	World café setting Handout/info pack with the information on the methods	Flipchart papers, markers	2 trainers would be ideal in order to monitor the activity, answer questions, provide support