

Session name: Effective Methods of Disputes Prevention

Duration: 90 min

Hours/ Time	Topic/ Activity	Method and description of activity flow	Training materials needed (E.g. Hand-outs, 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 the effective methods of disputes prevention are?</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 	<p>PPT with the method OR Methods written on a flipchart</p>	<p>Screen, Laptop, projector</p> <p>Flipchart, markers</p>	<p>1 trainer to facilitate the discussion, 1 (co) trainer to jot down participant input</p>
75 min	Effective Methods of Disputes Prevention (Jigsaw)	<p><u>Jigsaw – Option 2 (Group Work Adapted Version)</u></p> <p>Participants will be divided into three groups, each corresponding to one of the Effective Methods of Disputes Prevention. Ideally, you would have a maximum of five participants in each group.</p> <p>In each small group they will discuss the following:</p> <ul style="list-style-type: none"> ○ What each method implies in terms of actions/principles ○ When it is appropriate/useful to use this method ○ What the limitations of the method are ○ Give examples from their practice on effective use of these methods <p>They should also prepare a short flipchart with key words to present to the other groups in plenary.</p> <p>Then, the trainer will also provide feedback or short inputs if necessary for every method after the presentations of the small group and interventions from all the participants. The participants will receive comprehensive information regarding the methods at the end of the session (printed, by e-mails in the form of Word, PPT, etc.).</p> <p>Session FLOW:</p> <ul style="list-style-type: none"> ○ Introduction to the task: 5 min ○ Small group work: 25 min ○ Presentation of methods: 15 min x 3 	<p>Handout/info pack with the information on the methods</p>	<p>Flipchart paper, markers</p>	<p>2 trainers would be ideal in order to monitor the activity, answer questions, provide support and to alternate when discussing the methods.</p>