

Trainers Training

Module - 1

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Foreword

Domestic Workers Union is a huge unity of domestic workers in Lahore, Sheikhpura and Kasur working with a mission to expand its network to Punjab by 2020. Luckily Domestic Workers Union has successfully organized Domestic Workers union in Lahore, Sheikhpura and Kasur which is considered to be the most prominent success of the union. The first registration of the informal sector union is as Domestic workers union Lahore.

Majority of these workers are female from very low paid category workers with a low level of awareness and education. The central Punjab region of the PWF had a lot of contribution in this long journey and determined to a continuous efforts to build up the capacity of the newly born organization of Domestic worker trade union to equip them with the tool of organising and occupation safety and health.

Now the DWU has decided to create organizing and Training networks among the domestic workers and to systematically upgrade their knowledge and skills to create awareness on side and to expand the sphere of work through its training and organising networks to Shekhpura, Kasur as well as to increase the membership .

The trainings will be composed of Module 1.module 2 and Module 3 designed to step by step capability of the workers enabling them to enhance membership and to expand it to the other cities. We have developed Module one based on primary knowledge and skill which will be the first systematic module specifically for the Domestic workers union designed on the participatory methods of teaching.

We hope this module will be helpful for the target group and will strengthen Domestic Workers Union in term of organising and safety at work place by establishing the organising and training network from amongst the Domestic workers

May God help us in supporting this exploited class mainly females.

I would like to appreciate ILO, PWF, PWF (CPR) and DWU for their valuable input specially Adv. Saad Muhammad for his support in the design phase of Module 1 and ILO Pakistan Office for its financial support.

— **Dr. Muhammad Ishaque, Master Trainer PWF.**

Previous work on Organizing the DW through ILO support:

ILO under the GE4DW (Gender Equality For Domestic Workers) Project supported the PWF in registering the first ever DW union with the Department of Labour Punjab. The DW union conducted tripartite meetings, convened rallies interacted with media, engaged government and employers and as a result the Domestic Workers Policy was initiated by the Govt of Punjab and presently a law for Domestic Workers is being reviewed for legislation by the Govt of Punjab. The DWU also increased its membership and opened a bank account of the DW and also imparted trainings on TU issues to Domestic workers during the support from the ILO Gender Project. As a support from the ILO in the Phase I of the project the DWU achieved in coming up with the draft Domestic Workers Policy 2018, As an achievement the Lahore high court made a committee on the domestic workers Draft Law Finalization of which the union is part as its member to give their remarks and suggestion. News of the DWU activities in international newspapers and interviews of the DWU leadership in various local TV Channels, Articles on the DWs issues and the work of the DWU, Massive rally of DWs in Kasur, 10 Corner Meetings with Domestic Workers in Field in district Kasur and Lahore for Organizing the DWU and making them members of union, creation of website of the DWU, Increased membership of DWU, Camp Office of DWU, the union's activities and its outreach to the workers has caught the attention of a few international trade unions and a Danish Trade union the LO/FTF council has been in contact with the union on exploring ways of possible support. This also is a great achievement and result by the union and the union again owes it to the support of the ILO & the participant's also spreaded awareness on social safety nets and their benefits in their relevant communities. As a result of the day and night struggle of DWU and with the support of ILO the union succeeded in putting political pressure on the government finally the parliament approved the Domestic Workers Act 2019 and gave the domestic workers legal coverage as worker under the law with all the benefits.

Way Forward:

Capitalizing on the good work done by the DWU the union intends to carry out its organizing strategy and enhance the DWU network by registering union at Punjab level, provide trainings on TU issues to the workers, make trainers among DWs, improve outreach and visibility of the DW union through active engagement of media and social media, carry out research and mobilize further political support for the Implementation of the Domestic Workers Act 2019. The DWU also intends to lobby support to help the government ratify C-189 of the ILO, and to make amendments to enhance social safety net coverage to the DWs in Pakistan.

Session plan No 1

Objectives of the session:

The participants will be able to:

- Get know how about each others
- To discuss the objectives of the Trainers Training Module -1

Time: 60 Minutes

Key points	Teaching method	Teaching aid
<p>Registration of the participants Opening speeches. Introduction of participants make couple of participants and introduce your partner by providing the following information</p> <ul style="list-style-type: none"> • Name • Job • Experience • Expectation from seminar 	Verbally	<p>Attendance sheet</p> <p>Writing on the white board</p>
<p>Description of Module base training Detail about the TOT Module 1 Describe key contents of this module</p>	Lecture	Diagram
<p>Inspiration motivation Create motivation to encourage the participant. Stress on volunteerism Summarize the session</p>	Lecture	Diagram

Session plan No 2

INTRODUCTION TO THE PROJECT

Objectives of the session:

The participants will be able to:

- Discuss the back ground of Domestic workers in Punjab
- Discuss the activities of the project of Domestic workers
- To discuss the objectives of the Trainers Training Module -1

Time: 60 Minutes

Key points	Teaching method	Teaching aid
<p><u>Decent Work for Domestic Workers</u></p> <p>Organizing and Strengthening the DW In Punjab and to enhance social safety net coverage for DWs. Back ground of Domestic workers in Punjab: Relate the story of organising Registration of DW</p>	Lecture	White board
<p>objective of the project of Domestic workers</p> <ul style="list-style-type: none">• Organising the domestic workers• Enhancing DW Network• Working towards their capacity building in terms of making them aware of their rights and responsibilities• Move gradually to the ratification of ILO convention C189.	Lecture	Power point presentation

Activities under the project:

- Formation of Union in Punjab
- Continuous Membership Campaign.
- Training for Trainers Modules (Making trainers among domestic workers)
- Campaign and advocacy for ratification of convention 189 concerning domestic workers
- More Workers trained in occupational safety and health & Sexual Harassment
- Public Rallies for Awareness on DW Policy 2018 and to push for its approval from Punjab assembly
- More Workers trained on Basic Trade Union Education & Importance of Social Safety Schemes.
- Meetings with stakeholder and consultative meetings with parliamentarians for reform in laws (government officials, Media, representatives of institution of social safety nets, domestic workers, Employers Federation of Pakistan, representative from chamber of commerce and industries.
- Campaign, mobilize support for national legislation specific to DW, and to do tripartite meetings/advocacy for the social safety net coverage for DW
- Awareness creation with Media & Creation of Labour Committee with media.
- Social Media Campaign

Lecture

White board

objective of the project of Domestic workers

Lecture

Power point presentation

Summarize the key point

- We have to expand the scope of DW
- We have to register them in welfare schemes
- We have to improve the terms of services
- We have to improve standard of their lives

Summarize key point be displayed on board

Cards

Session plan No 3

Situation of Domestic workers

Objectives of the session:

The participants will be able to:

- Discuss the Domestic workers situation on national level
- Discuss the domestic workers in Asia
- Discuss the domestic workers globally
- Discuss the issues of domestic workers in Pakistan

Time: 60 Minutes

Key points	Teaching method	Teaching aid
<p><u>Explain the situation of Domestic work</u></p> <p>Available ILO estimates suggest that:</p> <ul style="list-style-type: none">• domestic workers make up 4-10% of the workforce in developing countries• And about 1-2.5% of the workforce in developed countries, numbering between 53-100 million worldwide. <p>83% of</p> <p>These workers are female and more girls under the age of 16 are employed in domestic work than in any other sector worldwide.</p> <ul style="list-style-type: none">• Currently there are at least 53 million domestic workers worldwide, not including child domestic workers,• And this number is increasing steadily in developed and developing countries.• 83% of domestic workers perform a range of tasks in private homes including cooking, cleaning, laundry, and taking care of children and the elderly.		

- In Pakistan also Domestic work constitutes a significant proportion of the workforce particularly in large urban and metropolitan areas.
- For decades, domestic workers in Pakistan have been the most marginalized and exploited amongst all workers, toiling long hours for meagre pay and performing unappreciated tasks.
- These female domestic workers are mostly found working in the homes of the middle and upper class.
- They are relegated to the position of second-class workers, suffering exploitation and frequent abuse.
- Living in private homes, these workers are isolated and completely dependent on the people paying their wages.
- They are expected to perform menial work in accordance with strict rules and to suffer the consequences of straying from those rules.

The problems of the domestic workers in Pakistan:

- Wages Issues (Minimum wage, over time etc)
- Social Protection (Social security, maternity protection, time off, health and safety)
- Contractual issues (Lack of formal contract determining work expected, setting out roles and responsibilities)
- Organizing Issues (Lack of a formal association/trade union to represent the domestic workers)
- Awareness Issues (Lack of awareness among domestic workers about their rights, about the international conventions ensuring right of organizing

- right to have legal protection and linkage to social security benefits)
- (Lack of ratification of convention 189 by the GOP and consequently lack of a national law for domestic workers)
- Fixation of wage per hour be inducted settle wage rate, under the jurisdiction of current wage board.
- Registration of domestic workers in social security Net Schemes i.e EOBI, PESSI.

Session plan No 4

Training Need assessment

Objectives of the session:

The participants will be able to:

To discuss the adjectives of training and also need to discuss assessment of domestic workers.

Time: 60 Minutes

Key points	Teaching method	Teaching aid
<p>Training needs assessment is actually the identification of issues for which we need training to address the issue under reference.</p> <p>Explain to participants that training are conducted for some purposes in given phenomenon.</p>		
<p>Training is conducted to change the knowledge, skill and behavior of the participants</p>	Active lecture	Power point presentation
<ul style="list-style-type: none">• Why trainings are needed?• We have to address lack of knowledge and create awareness among the target participants• There is a lack of skill among the participants and we want to address• Or there is behavioral problem of target group which causing issue and we need to change it so that to address the issue.• So this is an assessment of training required to change the situation. Most of our problem we can solve on training.• The following activity will clarify the topic well.• Give a group activity Why to educate the Domestic workers?	Group activity	Activity sheet 1

Activity 1

Why Trade Union Education?

Objectives:

- To find out why unions need to educate their members.
- To set the aims of trade union education

TASK: Discuss in your groups the importance and role of education in trade unions. Define the aims of trade union education.

- Put your key points on flipcharts.
- Designate a presenter/reporter from your group to present the output to the rest of the participants.

TIME: Preparation - 20 minutes Presentation
And Processing - 20 minutes per group

Session plan No 5

Training cycle

Objectives of the session:

The participants will be able to:

- Discuss systematic approach to curriculum design
- Discuss in detail the training cycle

Time: 120 Minutes lecture and Group work 1 and group work 2

Key points	Teaching method	Teaching aid
<ul style="list-style-type: none"> Identify target group Obtain information about the trainees – (identify training needs) 		
<ul style="list-style-type: none"> Design Training objectives always consider psychological principles of learning Determine and structure contents Design training aids and training materials Work out a time-table Arrange training facilities Run the event Evaluate the training <p>Assign activity 2 Explain activity assign group work</p> <p>Assign activity 3 Comments on the group work</p>	Lecture	Diagram
<p>Summary of the session</p> <p>Repeat the key points</p> <ol style="list-style-type: none"> Identify Target group Obtain information about the trainees (the needs) Design Training objectives - always consider psychological principles of learning Determine and structure contents Select training method Design training aids and training materials Work out a time-table Arrange training facilities Run the event Evaluate the training <p>Always believe on systematic approach</p>	Lecture	Diagram

Activity 2

Training cycle

Objectives of the activity:

The participants will be able to:

- Identify topic
- To identify objectives of the session
- Select target group

Task to do:

- Sit in your group and agree on a topic
- Design objectives according to your topic Define tentative target group
- Put your output on the flip chart
- Designate on participant to present your outputs

Time:

Preparation: 20 Minutes

Presentation: 20 Minutes

Total: 40 Minutes

Activity 3

Training cycle

Objectives of the activity:

The participants will be able to:

- Select teaching method
- Select teaching aids
- Select time frame

Task to do:

- Sit in your group and agree on a topic
- Discuss teaching method
- Discuss teaching aids
- Develop a time table

Time:

Preparation: 20 Minutes

Presentation: 20 Minutes

Total: 40 Minutes

Session plan No 6

What is Trade union? Why it is important?

Objectives of the session:

The participants will be able to:

- Prepare argument for and against Trade union
- Learn how to conduct a debate
- Practical develop a debate skill
- Learn how to observe debate activity

Time: 90 Minutes

Key points	Teaching method	Teaching aid
<p>Define trade union</p> <ul style="list-style-type: none">• Trade union is volunteer organization of workers• It is for the benefits of workers• It is a legal entity• Importance of Trade union• Formation of the trade union• Legal aspect of the trade union• Right to organize as per the constitution of Islamic republic of Pakistan• Universal declaration of Human rights• Industrial relation and right to organize <p>Group activity 4 debate for and against Group 1 and 2 are assigned prepare argument as benefits of TU Group 3 and 4 against the benefits of Trade union Nominate 2 observers from among the participant to observe the arguments of the debate and express while it is over.</p> <p>Summary Repeat the benefits of the groups output and relate it in favour of Trade union Union is umbrella for the domestic workers</p>	<p>Debate for and against The Benefits of the trade union of Domestic workers</p>	<p>Note book</p>

Activity 4



Objectives of the activity:

Task to do:

- Group 1 and 2 sit together and develop argument in favor of benefits of Trade union group A
- Group 3 and 4 sit together and develop argument against the benefits of the trade union (Demerits) group B
- Arrange debate seats
- Start from group 1 first speaker from group A
- Responded by group B and in this manner continue for 40 minutes

Time:

Preparation: 20 Minutes
Presentation: 40 Minutes
Total: 60 Minutes

Session plan No 7

Comparison of the benefits of organized and unorganized workers

Objectives of the session:

The participants will be able to:

- Compare the benefits of organized workers
- Compare the benefits of unorganized workers

Time: 60 Minutes lecture Group work

Key points	Teaching method	Teaching aid
<ul style="list-style-type: none">• The organized sector provide facilities to the workers mostly according to the laws• The terms and condition of service in an organized factory are more sound• It is a legal entity• The protection of job exists• Various facility like registration of workers• Minimum wages implemented• Bonus• Provident funds etc exist <p>The domestic workers do not have like facilities</p> <p>Display a chart on the benefits of organized workers and another chart bearing the benefits of unorganized domestic workers</p> <p>Explain the difference</p> <p>Explain the importance</p> <p>Develop consensus on organising</p> <p>Summary :</p> <ul style="list-style-type: none">• Repeat the key point• Motivate for member ship• Motivate for trade union dues• Trade union needs person and Dues• Chanda aur Banda	<p>Active lecture</p> <p>Question answers</p>	<p>Flips charts</p>

Session plan No 8

Public speaking

Objectives of the session:

The participants will be able to:

- To get knowledge about Public speaking
- To develop the skill of debate
- To express their views in 3 minutes
- To get communication skill

Time: 90 Minutes

Key points	Teaching method	Teaching aid
<ul style="list-style-type: none">• Explain to speak to public• How loud your voice be?• How your eye contact must be?• How your gesture will be?• How to select words?• How to prolong?• How is your style?• How to start with?• Arrange seats for public speech• Invite one by one• Keep silent to hear• Encourage each speaker <p>Summary :</p> <ul style="list-style-type: none">• Importance of speaking power• Expression of zeal• Communication skill• Up and down in voice• Selection of action word	Lecture	Public speak

Session plan No 9

Checklist Exercise

Objectives of the session:

The participants will be able to:

- Learn how to develop check list
- Learn the benefits of checklist
- Importance of checklist in trainings

Time: 75 Minutes

Key points	Teaching method	Teaching aid
<ul style="list-style-type: none">• Ask the participants to define checklist Why it is necessary to develop a checklist?• What are the main components in the checklist?• Group work on how to develop a check list for a one day workshop• Include all tasks• Include deadline date• Implement checklist• Assign group activity 5 <p>Summary :</p> <ul style="list-style-type: none">• Repeat key point• Emphasis on using checklist• Checklist is wonderful tool	<p>Lecture Brainstorming</p> <p>Group work</p>	<p>Chart and white board</p> <p>Activity sheet 5</p>

Activity 5

Develop a checklist

Objectives of the activity:

The participants will be able to:

- Develop an activity checklist
- Learn the component of the checklist

Task to do:

- Sit in your group and discuss
- The components of the checklist
- Follow the given format
- Transfer your outputs on the chart and present

S No	Task to do	Deadline date	status
1			
2			
3			
4			
5			
6			
7			

Time:

Preparation: 40 Minutes

Presentation: 20 Minutes

Total: 60 Minutes

Session plan No 10

Organize presentation

Objectives of the session:

The participants will be able to:

- Organize 20 minutes presentation using tools learn during the module 1
- Enhance presentation skills
- Enhance confidence through learning by doing

Time: 120 Minutes Group presentation for 20 minutes

Key points	Teaching method	Teaching aid
<p>Formed four groups of participants ask them to select any of the following topic form presentation and present in group 20 minutes presentation</p> <p>Nominate 2 observers to evaluate the session</p> <p>Evaluate the session and give comments by the trainer</p> <ul style="list-style-type: none">• Asbestos• OSH• Trade union registration process• Responsibilities of DW• Introduction to ILO• Organising DW• Problems faced by domestic workers <p>Invite the group to present and get comments of the evaluators</p> <p>Key points to be remembers during the presentation</p> <ul style="list-style-type: none">• Maintain eye contact• Be confident• Avoid to be static always keep mobility• Use questions• Make your session participatory• Use communication skills	<p>Group presentation</p>	<p>Hand outs for information</p>
	<ul style="list-style-type: none">• Involve your participants• Keep focus on all the participants• Take care of your time• Have a look on your manual• Keep your voice loud• Note the key points on the white board• Control the participants attention• Be friendly with the participants <p>Preparation has no substitute</p>	

Session plan No 11

Evaluation

Objectives of the session:

The participants will be able to:

- Evaluate the training programme

Time: 30 Minutes

Key points	Teaching method	Teaching aid
<p><u>Evaluation</u></p> <ul style="list-style-type: none">• Explain what evaluation is and why it is important• Ask how did they find the training hall• Food and seating arrangements• Ask how was the materials for training• Ask how were the resource person• How about the methodology• How it was relevant to your workplace• How was the level of learning• Distribute evaluation forms and ask to fill.• Closing of the event	<p>Lecture Question answers</p>	<p>Verbal and evaluation form</p>

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