Country: France

City: Strasbourg

Place: Indoor

Trainer(s): 2

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WORKSHOP THEME: **EVERYDAY LIFE**

Learn to use and manage an agenda

ACTIVITY OF THE SESSION

To know how to handle and use an agenda

INTERVENTION APPROACH

Ease and improve the daily organization of participants by introducing tools that will empower them.

PEDAGOGICAL OBJECTIVES FOR THE TARGETED PUBLIC

Assist and encourage participants in their daily life organization by presenting a paper agenda (assimilation) and by filling it (appropriation). The objective is to alleviate the administrative burden and to ease each appointment booking.

TARGETED PUBLIC: NUMBER AND CHARACTERISTICS

From 1 to 15 women per session, aged from 16 to more than 55, all allophones but with diversified levels of French both in the speaking and writing language skills.

>> Level A2 – B1

RECOMMENDATIONS

The material and the language must be adapted to the linguistic level of members.

The themes must be treated in a non-offensive manner that respects the sensitivity of everyone, by considering their origin, culture and life course.

It is important to not make members that do not feel like talking uncomfortable, neither to let introverted women feeling left out; try to keep a good group's cohesion. Keep in mind that it should be an exchange and not a professor's lecture. To do so, we recommend going beyond the 'vertical' or hierarchical transmission of information by offering exchange moments, fun activities, workshops.

IMPLEMENTATION: CONSIDERED INTERVENTION PROCESS

- **Time span:** 2 hours for the intervention and a common time for the evaluation at the end of the workshop.
- **Pedagogical and technical material:** paper; agendas; pens; laptop; video projector.
- **Description of the process:**
    - First, the participants are being asked what an agenda might be useful for. It is important to explain the distinction between an agenda and a calendar.
    - Then, the exchange consists of asking the participants how they usually organize themselves with the following concrete situation: "when a session (language courses, empowerment sessions…) with the association is over and the following session's details are discussed, what do you do with the paper note that is given to you with the date and time of the next session we will have?" Most of them explain that the paper note is likely to get lost in the purse, leading to forget about the appointments.
    - At this stage, the 2019 agendas (collected at the Bank for free the previous week) are being handed and explained to the participants: How is it organized? By week, with space for each day, with the possibility of splitting by hours; there is also a 'Notes' area allowing to write complementary information.

- Practical application: the participants practice on a sample week: they have to write every session they will attend to with the association; all their routine appointments, etc. One important thing is to give them time to appropriate this new tool, turning pages, wondering about how useful the written information in the provided agenda are.

- Later on, a time is dedicated at digging in the information already provided in the agenda: services and details offered at the first and last parts of the agenda as emergency numbers, world maps, area codes to call in different countries, conversion grid, etc.).

- Finally, another practical application consists of planning a cultural visit for the following week. A PowerPoint presentation about two exhibitions taking place in the city is shown to the participants and they have the choice between the two. Then, they have to write the event in their agenda and details about the meeting time and place with the association before the event. Maps of the city and of the neighborhood is offered to them so they can find their way more easily.

- To conclude, it is being asked that they bring back the agenda at each session with the association and that they write the planned meetings in the beginning of each month.

EVALUATION CRITERIA: THE ASSOCIATION VIEW

The following evaluation criteria were used by the trainers for this empowerment session, to assess its usefulness and relevance for the target group:

- Number of participants
- Degree of involvement in the exchanges and in general
- The following week: members' feedbacks and questions about the theme treated

    o **Atmosphere of the group**: Good atmosphere, different levels but it allowed for peer-learning experience.

    o **Objectives reached or not:** Yes, the agenda was understood in all its details, its usefulness and its organization. Next sessions and meetings were written inside.

    o **Strengths:** Participants were interested in the tool and were really involved in the session.

    o **Weaknesses**: A lack of participants can occur if the organization of the workshop is not properly communicated to target groups.

    o **Relevance of the approach:** Participants seemed glad to be given an agenda, that they seem to need, feeling that they are not well organized.

    o **Possible improvements**: Plan to have more agendas at hand, there were few participants at the specific session but there could be more persons at the next one.

    o **Follow-up actions:** Plan the intervention for a next session