

Checklists for shaping awareness work at FAU

Checklist A

Training for coordinators, organization teams and multipliers

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Answering the following questions will help you assess your event in view of awareness and training requirements:

1. Type of event

- What is the setting for your awareness work?
- Can you find your event/your setting in the thematic checklists?
If so, you can work with the relevant checklist.
If not, we would recommend working with the checklists Raising awareness among target groups, Dealing with misconduct and complaints channels, Evaluation and collaboration, and the toolkit.
Use the elements best suited to your purposes.

2. Reflect on your own role

- Which formal positions do you have (e.g. student, tutor, lecturer, manager, office holder, member of staff, organizer...)?
- What is the scope of your influence (formally and informally)?

3. Team

- Who else is involved in taking responsibility? Who is in the team?
- Who should be involved in awareness work?
- Do you require an Awareness Officer or an awareness team?
- Which other stakeholders may be important or helpful within the context of your event? With whom and within which context should information be exchanged?

4. Prior knowledge

- What do you and the team already know about types of (sexual) harassment, discrimination and violence?
- What do you and the team know about the frequency and nature of (sexual) harassment, discrimination and violence in the context in which you are currently working?
- What do you already know about prevention measures, interventions and possibilities to take action in the event of (sexual) harassment, discrimination or violence?
- What do you know about accessibility?

5. Information and training requirements (link to material)

- How would you assess the information and training requirements for your team regarding (sexual) harassment, discrimination and violence?
- Which scope and which media would be suited for training purposes?

6. Next steps

Based on these considerations, you can now develop ideas for your awareness work and take steps to provide the required information and training courses.