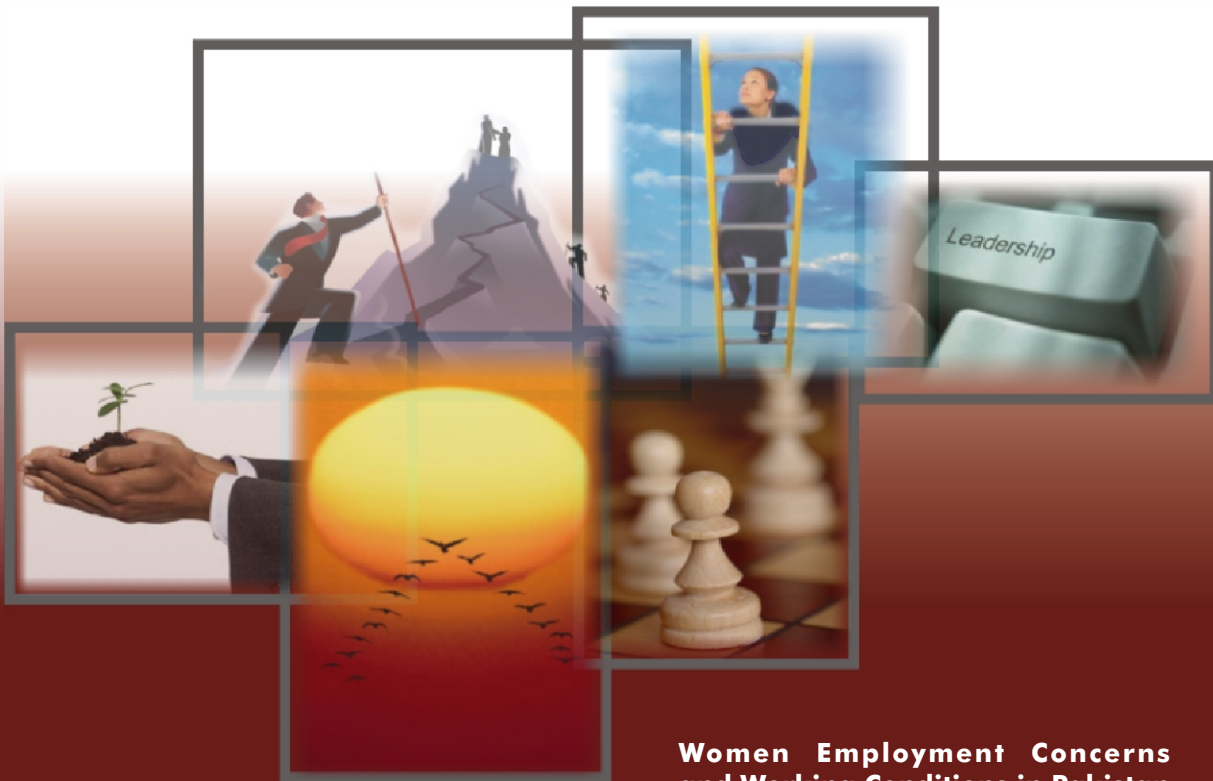


Advanced Leadership Programme

for Women Trade Union Leaders/Office Bearers in Pakistan



**Women Employment Concerns
and Working Conditions in Pakistan
(WEC-PK)**

funded by Canadian International Development Agency (CIDA)



International Labour Organization



Pakistan Workers Federation

Background of the Programme



Trade unions play vital role in promoting harmonious relations between workers and employers and creating peace at the workplace through safeguarding the rights and interests of the workers within the limits of law. Recognizing the women workers largely marginalized and highly vulnerable to discrimination and exploitation, it is obvious that trade unions have a critical role to play. If anything, the need for trade unions to organize women workers and represent and protect their interests is stronger than ever. Unless women are adequately represented, and have voice in decision making at all levels, their issues tend to be neglected.

Recognizing the existing situation, and the major constraints pertaining to skills and capacities deficit among women workers, the need for training on organizational and leadership skills has become increasingly apparent for the women leaders in trade unions to mainstream gender equality into the structure and management of trade unions. The ILO in collaboration with Pakistan Workers Federation (PWF) has initiated a training package "Advanced Leadership Programme for Women Trade Union Leaders/ Office Bearers to meet this deficient area.

Main Objectives of the Programme

The Leadership Program has been designed to enable women trade union leaders/ office bearers to:

- ◆ Understand the significance of labour rights and standards towards the protection of their rights;
- ◆ Equip them with the skills and attitudes required to manage the trade union;
- ◆ Empower them with effective communication and negotiation skills for collective bargaining and conflict resolution;
- ◆ Enhance their leadership capabilities to promote gender equality and ensure that whole process leads to utilize capacities obtained to mainstream gender in organizational structure.

Training Components of the Programme

Before embarking on the actual programme, an initial assessment was carried in various regions of Pakistan to identify the core areas of training, so the training may be tailored to the specific training needs of women office bearers/ leaders in trade unions. Following core training subjects were selected:

1. Leadership and Self Management Skills

- ◆ Concepts, theories and significance of leadership;





- ◆ Role of a good leader;
- ◆ Leadership styles;
- ◆ Process of decision making;
- ◆ Team work;
- ◆ Motivational survival guide;
- ◆ Networking and its types;
- ◆ Mentoring;
- ◆ Knowing and organizing yourself;
- ◆ Managing self, emotions and anger management.

2. Effective Communication and Conflict Management

- ◆ Concepts on Communication and Conflict Management (learning new methods and tools to conceptualize and draft and present simple documents, write invitations and agenda for meeting);
- ◆ Communication and its affect on the working of women in trade unions;
- ◆ Learning basic communication types and effective use in the trade union work (assertive verbal exchange)
- ◆ Understanding various types of communication stimuli and stereotypes, negative perceptions and effective use of communication filters;
- ◆ Appropriate body language at the workplace.

3. Trade Union Management and Organizational Skills

Basic Concept and Importance of Trade Union

- ◆ Role of member of trade union (advantages of being a trade union member);
- ◆ Disadvantage of non member of trade union;
- ◆ Significance of application for registration of trade union;
- ◆ Constitution and formation of trade union;
- ◆ Women and trade union.

Trade Union Management: Definition and Importance of Management Training

- ◆ Actors of trade union management;
- ◆ Planning and organizing a meeting of trade union executive body using checklist;
- ◆ Effective coordination: assigning responsibilities, controlling, record keeping, time management, negotiating, grievance handling.
- ◆ Controlling funds and maintaining accounts.



4. Work Ethics ; Sexual Harassment at Work Place



- ◆ Overview of the gender related problems at work place;
 - ◆ Recognizing and understanding the problem of sexual harassment at work place;
 - ◆ Various forms of harassment;
 - ◆ Few social notions vis-à-vis harassment;
 - ◆ Understanding the implications of such problems;
 - ◆ Seeking the ways to deal with sexual harassment;
 - ◆ Understanding the importance and implementation of the policy to curb the sexual harassment ;
- ◆ Code of conduct: Gender Justice at work place;
 - ◆ Awareness raising to promote conformity with the issue of sexual harassment at work place .

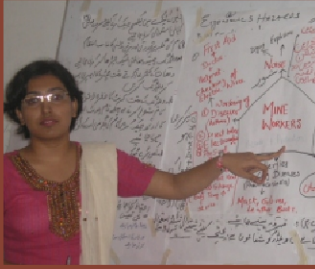
5. Occupational Safety and Health

- ◆ Importance of occupational safety and health;
- ◆ Recognition, evaluation, and control of hazards in workplace;
- ◆ Accidents, injuries and occupational diseases;
- ◆ Physical, electrical, ergonomic, chemical and biological hazards;
- ◆ Fire and welding safety;
- ◆ Industrial noise and control;
- ◆ Machine safety;
- ◆ Respiratory diseases at work and their protection;
- ◆ Protection of skin at work;
- ◆ Selection and use of personal protective equipments;
- ◆ Laws for safety and health at work place.

6. Labour Rights, Laws and Regulations: Women's Social, Economic, and Political Rights

- ◆ Theories and evolutionary process of human rights;
- ◆ Significance of human rights, focusing on women's rights;
- ◆ Role of women in the politics of Pakistan;
- ◆ Concept of women's rights in Islam;
- ◆ UN Convention for eliminating all forms of discrimination;





- ◆ Women's rights with reference to labour laws;
- ◆ Women worker's rights with reference to social security;
- ◆ Forced labour: a curse and crime;
- ◆ Equal wages for the work of same value;
- ◆ Freedom of association;
- ◆ Elimination of all forms of discrimination against women's education and work;

Programme Participants

Programme trained a cohort of 160 women trade union leaders in six regions of Pakistan (Peshawar, Rawalpindi/ Islamabad, Lahore, Quetta, Karachi and Hyderabad). PWF selected 25-30 committed women union leaders/ office bearers from each region. The educational attainment of these women ranges from Matric (grade 10) to Bachelors of Arts (B.A). About two third of them has been educated up to level of Intermediate, mainly employed at WAPDA, Banks, Factories, Pakistan Telecommunication Company Limited (PTCL), Insurance companies, Paper Mills, Textile Mills, Match Factory, Karachi Port Trust etc. In view of low level of the English comprehension of the potential candidates, training modules have been designed in simple Urdu Language, coupled with the key terms/ phrases in English.

Training Methodology

An innovative participatory methodology has been employed to enable women trade union leaders to maximize their understanding of the subject. The training not only focused on improving the knowledge and skills to bring change in their attitudes towards their work and surroundings. The workshop methodology consisted of:

- ◆ Participatory methods of teaching / learning;
- ◆ Interactive lecturing;
- ◆ Group discussion;
- ◆ Case studies;
- ◆ Brainstorming;
- ◆ Group and individual presentation;
- ◆ Role plays.

Programme Resource Persons

State-of -the art resource persons were identified, possessing training expertise on the particular subjects. Following is the brief profile of six resource persons:



Mr. Muhamamd Nadeem Dogar

Module: Leadership Skills and Self Management

Has experience of ten years in capacity building (corporate and development sector institutions.) He holds two Masters degrees: Human Resource Management (2006) from The University of Melbourne, Australia; and MBA from Bahaudin Zakriya University Multan. At present, he is pursuing for his PhD in Leadership and Change Management at The University of Melbourne, Australia. He holds LUMS-McGill Fellowship (certified trainer). On his credit, he has expertise in human resource management & development, leadership, education, micro finance and rural development. In various capacities he designed and delivered several capacity building programs for national and international organizations in Pakistan, including International Labor Organization (ILO); Canada Pakistan Basic Education Project being funded by Canadian International Development Agency (CIDA), Save the Children - United Kingdom (SC-UK), Human Resource Development Network (HRDN), Institute of Rural Management Islamabad and Social Enterprise Development Centre of Lahore University of Management Sciences (LUMS - SEDC) Pakistan.

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Mr. Roomi Hayat

Module: Effective Communication and Conflict Management

A renowned trainer and facilitator known, both nationally and internationally for his innovativeness in course design and organization. As the Director of the NRSP- Institute of Rural Management, he has designed and conducted over two hundred national and international trainings. He has also served as Human Resource Development (HRD) Specialist with the Rural Support Programme Network (RSPN). Management- policies; Project management; Literacy and Post Literacy; Team Building; Training of Trainers; Primary Education; Institutional Development; Social Mobilization and Situation Analysis.

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Mr. Muhammad Ishaque

Module: Trade Union Management Training and Organizational Skills

Holding more than 13 years of training experience on trade union management issues, has developed number of training modules, pamphlets and training aids in the capacity of Master Trainer at APFOL (PWF). Major areas of his expertise include: Basic Trade Union and Administration; Trade Union and Human Rights, Gender Equality, Collective Bargaining, Labour Laws, Gender Equality and Mines Industry.

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P.O. Kangra Colony Haripur Pakistan

Tel: ++92-0995-611753, Cell: 0300-5582275, Email: ishaqdoctor@yahoo.com

Mr. Saeed Awan

Module: Occupational Safety and Health Issues for Workers

A renowned expert in Occupational safety and health in Pakistan, and won a highly prestigious Tech Award of Innovation benefitting Humanity of USA for the year 2005 for designing an ergonomic loom for carpet weavers, which has considerably reduced their health problems.

He has been responsible for producing printed/electronic training and information materials for raising awareness about environment safety and health through supervision & coordination of inspection, training, research, consultancy & information activities on occupational safety and health. Designed and translated a database of 2200 Urdu International Chemical Safety Cards of International Programme on Chemical Safety (IPCS) of WHO/ILO/UNEP and made it available on the web/CD- format in 2001-2005. Designing 36 pamphlets, 24 safety sheets and 58 posters in Urdu on environmental and health & safety issues to create awareness among the workers/ supervisors (1998-2005).

Contact Information:

Director

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Dr. Fouzia Saeed

Module: Work Ethics - Sexual Harassment at Work Place

A world known trainer and facilitator, both nationally and internationally for her expertise in education, youth, gender, governance, human rights, institutional strengthening and capacity building of civil society. She has been actively involved in mobilizing other NGOs on various issues including: Repeal of Hudood Ordinances (discriminatory laws), PRSP, NGO legislation and preparation of specific conferences like the World Social Forum. She has designed and conducted an eight week residential camp for male and female youth from several religions to train leaders of the future in human rights advocacy and activism.

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Mr. Tahir Manzoor

Module: Labour Rights, Laws and Regulations, Women Social, Economic and Political Rights

Worked in various capacities as inspecting Officer for the implementation of various labour laws; He had extensive experience of imparting training on Labour Administration, Labour Laws, Child and Bonded Labour, Health and Safety issues, and Industrial Relations; Women's Rights and Empowerment.

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