



International
Labour
Organization

Report of

Training of Civil Society Organizations on HIV/AIDS Workplace Interventions/Public Private Partnerships

*20 – 21 October 2009
New Delhi*

Organised by

*Prevention of HIV/AIDS in the World of Work: A Tripartite Response
An ILO India Project, supported by USDOL/PEPFAR*

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Introduction:

ILO has developed a Strategic framework for its action on HIV/AIDS in the next five years (2010-2015). The Strategic framework builds upon the work done so far and attempts to put in place a sustainable national programme on HIV/AIDS. Strengthening capacity of NACO/SACS, USG partners, and other local institutions to upscale HIV/AIDS Policy and Programmes in the World of Work is one of the key strategic objectives of the ILO.

In line with the ILO's strategy and responding to the requests from some organizations, the ILO organized a two-day training of the Civil Society Organizations on WI/PPP in New Delhi **on 20-21 October 2009.**

A questionnaire was shared with the NGOs to understand the expectations of the participants from this workshop. Based on the expectations/requirements of the participants, the **objectives of the training** were determined as below:

1. Orientation to the NGO partners on the ILO approach to develop and implement workplace policies and programmes on HIV/AIDS
2. Share key lessons in implementing workplace programme
3. Share tools and materials for advocacy and training

The training was attended by 29 representatives from 16 organizations (*List annexed on Page 19*) The agenda of the workshop is annexed (*Page 15*)

Proceedings:

Day 1

Inaugural session:

Ms. P. Joshila, Programme Officer, ILO, welcomed the participants and introduced the objectives of the workshop.

Mr. S. Mohd. Afsar, Technical Specialist, HIV/AIDS spoke next and highlighted the following points:

- The workshop is based on ILO's strategy of building capacities of local institutions to upscale WPI/PPP; and it is being organised to respond to the needs and requests received from CSOs and the USG partners.
- Stigma and discrimination related to HIV/AIDS is a key challenge that needs to be addressed through effective advocacy, policy and programmes. He showed a short video clipping of a person living with HIV (*Mercy Makhalemele form South Africa*) who spoke at the International Labour Conference in Geneva at a time when the ILO Code of Practice was in the making. He set the tone of the workshop by stressing key messages from Mercy that "Working is not about your HIV status, it is about knowledge and ability. He said this was a very important message taken into account and the ILO Code mentions that fitness to work should be the main criteria, not the HIV status. Secondly, Employers need to treat HIV like any other serious illnesses. He said if these two messages are clearly understood, it becomes easy to discuss and explain the principles of the ILO Code of Practice on HIV/AIDS.

- He said that training, built on the needs of participants, will cover practical steps/ideas on WPI/PPP, and allow the participants to interact with ILO corporate partners. ILO tools and material like the ILO Code, enterprise manual, documentation of good practices etc. will also be shared.
- He hoped that participants will find the training useful and the workshop will provide opportunity to share lessons and experiences with each other.

Mr. Anand Rudra, Project Management Specialist, USAID, thanked ILO for organizing the training and inviting him for it. He appreciated ILO's work in providing technical assistance to USG partners in the area of WPI/PPP. He said that the ILO Code of Practice and other tools are very good and useful as they provide practical and simple guidelines. He advised the participants to learn as much as they can and requested ILO to organize such trainings regularly. He reminded the participants that WPI is a part of a bigger picture – to expand the workplace programme/private sector engagement in order to strengthen multi sector response to HIV/AIDS in India.

Ms. Leyla Tegmo-Reddy, Director, ILO Subregional office, New Delhi, India, welcomed all the participants. She informed the participants that ILO is lead UN agency for HIV/AIDS in the world of work and private sector mobilization and the HIV/AIDS project attempted to strengthen the policy framework, reduce stigma and discrimination, build capacities at National, State and stakeholder levels and develop some model interventions to reach out to workers in the formal as well as informal economies. Ms. Reddy shared with the participants that the project has developed a Strategic framework for its action on HIV/AIDS in the next five years (2010-2015 which builds upon the work done so far and attempts to put in place a sustainable national programme on HIV/AIDS/TB in the world of work in India. Offering technical assistance to upscale HIV/AIDS Policy and Programmes in the World of Work and institutional capacity building of NACO/SACS for WPI, and specific technical support to the USG partners in India (AVERT and PSI) is one of the important strategic objectives of the ILO and acknowledged the support of the USDOL/PEPFAR. She said that capacity building of Civil Society Organizations on workplace intervention will help in scaling up HIV/AIDS Programmes in the world of work is necessary, particularly developing Public Private Partnerships to reach out to the for the informal sector workers. She said it was heartening to see the various agencies who are involved in the workplace programmes and also wanting to adapt and replicate models and experiences from the ILO. She hoped that the training will have good interaction and exchange of ideas participants will be able to put into practice some of the learnings of this training programme.

The inaugural was followed by the **Ice-breaking session conducted by Ms. P. Joshila:**

The participants were asked to provide the following details:

1. Introduce them briefly
2. Choose any three adjectives to describe them
- 3 What would they like to be, if they were given a chance and why?

The common qualities which came up were the Dedication, Honesty, Passion and learning attitude.

Mr. Afsar said hat the purpose of this exercise was to appreciate that all of us have some strengths and qualities, which are very useful for the programme.

Assessment of learning needs/Expectations from the workshop:

Ms. Joshila, while summarising the expectations received from the participants, thanked them for their response to the questionnaire that was sent to them to capture their needs/ expectations.

The key expectations of the participants are as below:

- How to make the businesses recognize HIV and AIDS as a work place issue and
- How to lead the organization towards mainstreaming HIV/AIDS
- To understand the approaches & methodologies in WPI programs by ILO
- To understand ILO Code of Practice on HIV/AIDS
- How to formulate of HIV & AIDS policy.
- Understand ILO's training program on HIV for WPI
- How to develop company friendly training modules
- What are the Training materials
- What are Innovative tools/techniques for peer education or TOT.
- Sharing of best practices
- In-depth understanding of the session planning and training methodology.
- How to sustaining the Peer Educators efforts
- References of resource organization/individuals for WPI.
- Strategies for sustaining WPI program
- Time management
- Employees' motivation
- Addressing sustainability and lobby for conducive legal environment.

Ms. Joshila informed that the agenda of the training was designed based on the expectations received. The agenda items were introduced theme wise. She presented the following six themes, which the training was expected to cover:

- Theme 1: Strategy for enterprise based WPI and PPP
- Theme 2: Advocacy
- Theme 3: Developing workplace policy following the Code of Practice
- Theme 4: Enterprise Training on WPI/PPP
- Theme 5: Introduction to the ILO Training Materials/tools, and
- Theme 6:Monitoring and Evaluation.

After presenting the themes, she said that participants are welcome to give suggestions. She informed that the methodologies will be participatory and direct interface with corporate partners who are implementing WPI is also included in the programme. Some ground rules were set collectively for the two days of the training.

Theme -1 Strategy for Enterprise based Workplace Intervention/PPP facilitated by Mr. S. Mohd. Afsar, Technical Specialist and National Programme Coordinator, HIV/AIDS project, ILO

Mr. Afsar began his session by presenting **the objectives** of the session,

- To provide the rationale for HIV/AIDS workplace Intervention (WPI) and
- To provide orientation to the strategies for enterprise based interventions and
- To facilitate an interface with the corporate groups already implementing workplace to learn from their experiences.
- To share key lessons

Mr. Afsar introduced two corporate group representatives present, Ms. Meenakshi Sharma of SABMiller and Mr. V. K. Sharma of J. K. Tyres to the participants who came to share their experiences of HIV/AIDS programme within their companies.

The participants were asked to form groups and brainstorm responses for the following four questions.

- Why should enterprises to respond to HIV/AIDS,
- What are the benefits for enterprise action on HIV/AIDS,
- When is the right time for an enterprise to start its HIV/AIDS Programme and
- The need for enterprise action on HIV/AIDS in India.

The key responses which came forward by the participants were: HIV/AIDS affect workers in their productive lives, Workplace is a good platform for awareness, HIV affects the production and productivity of an enterprise, HIV/AIDS is not merely medical issue but a social issue, Healthy workforce is more productive etc.

Experience Sharing by corporate groups engaged in HIV/AIDS programmes with technical support from ILO: Ms. Meenakshi Sharma, SABMiller shared that SABMiller started the programme because they had operations in the high prevalent states so to protect the workforce from HIV, the HIV programme was initiated.

Mr. V. K. Sharma, J. K. Tyres said that though their workforce is mostly in the age group above 40, the initial reaction was whether the workforce actually needed it, but it was learnt that through the initiative the management could convince the employees that they care for their employees.

On the subject of benefits from HIV programme Ms. Meenakshi shared that any management would like to listen to the benefits coming out of the programme before starting the programme and talking of economic benefits clicks. Mr. Sharma said that management has to be convinced that “Prevention is better than care”.

Both the representatives insisted that before starting up an HIV/AIDS programme, it is very important to sensitize the management on the subject because if senior management is convinced that starting the programme is in their economic favour, the implementing the programme is much easier. Tips on management sensitization were shared convincing the management like the right time to start the programme is earlier the better, an enterprise should not wait for the manifestation of the problem, they should act even when nobody is infected so that the entire workforce is protected.



Reacting on the need for enterprise action on HIV/AIDS in India the corporate colleagues said that in India access to services are poor, although India is considered to be a low prevalence country because of the huge population but the number of people living with HIV is not less.

Mr. Afsar facilitated the question/answer sessions and then summarized the key points on the **relevance of the workplace intervention as**

- It forms the bridge between interventions targeted at high risk group and general population hence resulting in arresting the spread of epidemic,
- WPI provide opportunities of reaching out to clients of sex workers,
- WPI have a multiplier effect: workers – families – communities,
- WPI are effective in reducing stigma and discrimination (workplaces & communities),
- WPI provide a good entry point for developing Public Private Partnerships,
- By ensuring right to work/earn a living-
- WPI make care and support programme more meaningful.

He shared the key lessons from the business response to HIV/AIDS were that the companies responded to HIV/AIDS for different reasons: SOCIAL (CSR), HRD, AND ECONOMIC. Mandatory HIV testing did not work for companies and companies who responded to HIV/AIDS benefited with an improved corporate image, externally funded interventions at workplaces do not sustain, Peer Education model is good for providing HIV/AIDS education to workers on a regular basis and Leadership and management's commitment is the key in success of the programme.

He then presented the **following steps for developing WPI** in large private companies:

- Nominate a nodal person for HIV/AIDS
- Integrate HIV/AIDS in existing HR/welfare/CSR/OSH... initiatives.
- Set up a representative committee to develop a policy/work plan on HIV/AIDS.
- Start small (WPI), learn about it and expand to supply chains/community
- Get a cadre of Master Trainers/ peer educators trained on HIV/AIDS.
- Build partnerships and seek technical support.

He also shared some of the examples and lessons in supply chain:

- Supply chain includes not only small and medium companies but large companies also.
- A large company can influence other large companies.
- Extending the HIV/AIDS workplace programme to supply chain generates goodwill among vendors
- Apollo's example of including HIV in the code of ethics of engagement of supply chain is a good practice.
- Confidence of a successful WPI programme was the main factor for companies to expand to supply chain

Different models in PPP in HIV Prevention:

- intervention funded jointly with companies and international organizations,
 - interventions funded by companies, implemented by NGO with TA from SACS; and
 - interventions funded jointly by corporates
-
- Companies get into PPP for different reasons like strategic investment/CSR.
 - Interventions provided companies the opportunity to contribute to the NACP.
 - Interventions usually started with funding from international organizations.
 - Confidence from a successful workplace programs triggers PPP and vice-versa

PPP in Care and Support:

- Workplace programmes are good entry points of PPP
- It is important to have an interface agency to provide neutral platform for partnerships
- PSUs like MbPT and CCL who have existing medical setups can incorporate ICTC and ART centers
- Employees may initially hesitate to access ICTC within company facility. *Enabling environment is crucial*
- ICTC and ART centers set up by companies should be open for wider community
- PPP for HIV care and support provide opportunities for enterprises to expand HIV counseling, testing and treatment to contractual workers and migrant labourers

Theme 2: Advocacy, facilitated by Mr. S.Mohd. Afsar

Mr. S.M. Afsar, explained the concept of advocacy especially in the context of Workplace Interventions. The session was conducted in an interactive manner.

He then talked about ILO's approach in Work Place Advocacy (WPA), which is as follows:

- Influencing the National Policy framework, based on the ILO Code of Practice on HIV/AIDS and the World of work.
- Attempting prioritization of workplace programmes in the agenda of NACO/SACS.
- Capturing evidence for advocacy.
- Engaging People Living With HIV (PLHIV).
- Building response capacity of ILO Constituents (Government- MOL, Employers and unions).
- Demonstrating action.
- Documentation of efforts and facilitating experience sharing between partners.

Mr. Afsar first shared some commonly asked questions during HIV/AIDS Workplace Advocacy Sessions:

- *“Why so much attention to HIV/AIDS, when we are facing other diseases /problems?”*
- *“We haven't yet found any infected employee at our workplace. Why should we develop a policy and programme?”*
- *“HIV is a problem of truck drivers/sex workers, or only blue collar workers. We have educated workforce.”*
- *“Why should we hire an HIV positive person when there are so many options to hire a healthy person?”*
- *“We would like to get our employees tested for HIV. Let us find how many are infected so that we can take care of them.”*
- *“What is the National Policy/law?”*

In response to these questions, the advocacy is pitched at human level, the video clippings of PLHIV on stigma and discrimination were screened as a tool of advocacy. Where the issues of stigma and discrimination are highlighted and PLHIV are showing themselves capable of working hard and how work is important to them. The fitness to work is important and not the HIV status was brought forth in the advocacy session.

He facilitated two role plays on advocacy which were followed by discussions and further clarifications.

Key lessons shared are as below:

Advocacy with management plays a key role.

- Advocacy session with senior management helped to clarify their myths.
- Involvement of PLHIV is extremely useful.
- Engagement of HR department is crucial.
- Nodal person plays a key role in success of the programme
- Pre and post KABP surveys provide good input in advocacy, training as well as keeping a track on progress.
- Peer Education approach is sustainable but has its own challenges.

Theme 3: Developing workplace policy following the ILO Code of Practice on HIV/AIDS and the world of work: Ms. Divya Verma explained the ILO Code of Practice and its use in developing a workplace policy. She also explained in detail, the following 10 key principles of the ILO Code of Practice on HIV/AIDS:

- HIV is a workplace issue
- Non Discrimination of HIV infected people
- Gender Equality
- Healthy Work Environment
- Social Dialogue
- No HIV screening for the purpose of employment
- Confidentiality
- Continuation of employment relationship
- Prevention Care and support.

The participants were taken through the checklist for planning and implementation of the policy and learnt the formulation and implementation of policies. She also highlighted the importance of the process of Policy development and shared the lessons from the document of workplace policy of enterprises.

Day II: 21 October 2009

Recap:

The second day of the workshop began with recapping of the previous day's proceedings by two participants who had volunteered to do so on the day one. Volunteers recapped the key learning/feedback on the day one as follows:

- Experience sharing by corporate were found to be very useful.
- Company management should always be involved and own the HIV/AIDS programme

- While sensitizing the management on the HIV/AIDS problem, its important to present the economic aspects
- Enterprises who have HIV/AIDS programme have a better image also
- Advocacy should be well planned
- Advocacy is audience-specific
- Involvement of PLHIV in advocacy is extremely useful.
- The frequently asked questions during the HIV/AIDS workplace advocacy session were found very useful
- Proper preparation is required before conducting advocacy sessions.



Mr. Afsar and the ILO team added some more points and the recap session was completed.

Theme 4: Enterprise Training facilitated by Ms. P. Joshila, Programme Officer, (Trg & Advocacy)

The objectives of the theme on training were presented as

- To understand the training strategies practiced by participants and the challenges faced.
- Provide an orientation to the training for the enterprises on HIV/AIDS.
- To explain the steps in undertaking the training to create Peer educators/ trainers in the enterprises.

The participants were divided into organization wise groups to discuss and present their experiences of conducting trainings with enterprises in terms of the following:

- How did they organize trainings?
- What were the challenges faced?
- What was the duration of trainings?
- What were the Challenges faced?
- What was the duration?
- What topics were covered?
- Who paid for the training?
- Any follow up

The first organization to present the training strategies was MODICARE.

MODICARE shared that their WPI was started in 2001. Its working with 30 companies, TCS, Jindal, M-Phasis, Fortis, DMRC, DTC are some of the key companies. The trainings conducted by MODICARE for the companies are of 2-3 days and sessions covered in the trainings are Basics, STIs, Gender, Linkages, PLHIV, Counselling, Communication and Plan of Action. The companies pay for the training. MODICARE observe the trainings conducted by the Peer Educators.

SWASTI shared that theirs is relatively new project and they are working with UNDP and NACO for work in private and public garment industry workers. The duration of the short sessions are 90 minutes and the sessions Sex and Sexuality, Basics, Gender. They also did TOT for HR and the duration of these trainings were 2 days. The key challenges faced by them were that the companies do not easily dedicate time for trainings, that's why the trainings are conducted after work hours.

HLFPPT has ESIC funded project in Karnataka and UP. They shared that they have different training programmes for different target groups. The duration of the trainings is of 2 days. Though the trainings

are based on the ILO guidelines but HLPPT pays the participants for the trainings. The challenges are that getting approval from the management for conducting the trainings. The key challenges faced by them were that the companies do not easily dedicate time for trainings, that's why the trainings are conducted after work hours or on holidays. The company management is not involved in the programme, it is more pushed by the HLPPT.

PSI started the WPI in 2007. The trainings are conducted on ILO module. Their Master trainers Training programme are of 2 days and the management sensitization is of 2 hours. PSI charge a nominal amount from the companies for the trainings because they feel that company will own the programme if it pays. Till date Rs. 25 lakhs have been raised by them. The challenge faced by them is that they don't get the time of the workers easily for trainings.

AVERT is working with 14 organizations out of which seven are funded by them and seven are the technical support project. The trainings are based on the ILO strategies and material used for trainings are the ILO materials. Once again the challenge faced is **that they don't get time for the trainings of the enterprises.**

WHARF: The primary competence of WHARF is working with the Medical Professionals. One of the key companies is the Videocon consisting of 1500 workers in Aurangabad. Their approach of WPI is direct training for about 60-90 minutes and covers subjects like Myths & Misconceptions, Routes of transmission, Information on treatment and **linkages. They never explored the possibility of PE or involving the HR and also never talked about the policy issues.**

FXB: worked with HCC, tried assisting in Policy formulation, have conducted direct training covering more than 50% of the workforce.

Summarizing the strategies and challenges Ms. Joshila agreed that ILO also faces drop out among the peer educator due to time constraints and lack of adequate support on the part of the senior staff and companies denying providing time for trainings, especially for cascading model, but it requires patience to do WPI.

Ms. Joshila then made a presentation to explain the process of undertaking the training to create Peer Educator trainers in the enterprises. She said while doing training for enterprises lot of importance has to be given to the making of the agenda of the training. The agenda should be customized as per the requirements of the enterprise should have contents, sessions/methodologies and the training should aim at enhancing three blocks (Knowledge, Attitude and Skill) for the trainer.

Identifying the peer educators is very important, where the companies will require guidance from us. It was insisted that it is not more of quantity of peer educators but the quality of the group. The training is usually conducted in the premises of the company, the head of the unit, or the company should be invited for the inaugural or closing of the training to increase ownership and to keep the top management in the loop. Group dynamics also should be kept in mind, preferably the group to be trained should be homogenous in terms of age, cadre. Refresher trainings are also important to refresh and reinforce learnings.

She said due recognition for their work, rewards, incentives and appreciation should be given to the Master Trainers/Peer Educators to keep up their motivation level to do WPI.

Theme 5: An Introduction to the ILO Training Materials, facilitated by Ms. Divya Verma, Programme Officer, ILO

All the participants were provided a set of ILO material in the workshop kit. Ms. Divya Verma walked the participants to the tools and discussed the content and usage of each one of them. The material provided to the participants were: Training manual for master trainers of the enterprises, Card Game on HIV/AIDS for peer educators of enterprises, a CD containing presentations, films, short spots, ILO Code of Practice, Indian employers' statement of Commitment on HIV/AIDS. Joint Statement of Commitment on HIV/AIDS by Trade Unions, set of six posters on HIV/AIDS. She also oriented the participants to the usage of card game by doing a short session. The card game had questions on the basics of HIV/AIDS and she discussed how the answers in the card game were defined keeping in mind the understanding level of the audience. She also talked about the CD in detail. She played the CD for the participants and explained the contents of the CD.

She told the participants that ILO tools are very simple and user friendly.

All the participants were provided a set of ILO material in the workshop kit. Ms. Verma walked the participants to the tools and discussed the content and usage of each one of them. The material provided to the participants were: Training manual for master trainers of the enterprises, Card Game on HIV/AIDS for peer educators of enterprises, a CD containing presentations, films, short spots, ILO Code of Practice, Indian employers' statement of Commitment on HIV/AIDS. Joint Statement of Commitment on HIV/AIDS by Trade Unions, set of six posters on HIV/AIDS. She also oriented the participants to the usage of card game by doing a short session. The card game had questions on the basics of HIV/AIDS and she discussed how the answers in the card game were defined keeping in mind the understanding level of the audience. Some of the participants who were familiar with the game agreed to the effectiveness of the card-game and thanked ILO for it. She also talked about the CD in detail. She played the CD for the participants and explained the contents of the CD.

Theme – 6: Monitoring and Evaluation, facilitated by Mr. Manjunath Kini, Programme Officer (Research and M&E)

Mr. Manjunath Kini, Programme Officer, made a presentation on the basic concepts of Monitoring and Evaluation. Discuss various M&E practices of the participants to provide them with an understanding of the M&E system for the enterprise based WPI and to orient them to the KABP tool and the reporting formats.

He explained M&E with the following questions:

- What are the objectives you want to achieve?
- What activities are you going to carry out to achieve your objectives?
- What resources do you need to carry out the activity?

He said M&E is like a guide to the programme and to see where we are heading. It provides important input into the programme. He explained how M&E should be overall planning tool and how it is linked to the strategic Framework.

Another important factor is to understand the sources of information for the M&E, he highlighted the NACO's programme's sources of information for its M&E. He also presented an overview of the M&E framework of the ILO programme (its strategic framework only due to shortage of time)- as an example of indicators for WPI.

Valedictory and closing:

Mr. Afsar welcomed and thanked Mr. Mayank Agrawal, Joint Director, IEC NACO and the Mr. Anand Rudra, USAID to the closing of the training. He said that their presence says clearly that the subject of WPI is important to them. Mr. Agrawal informed the participants that the National Policy on HIV/AIDS is officially approved. He said that the roadmap for NACO regarding the policy has three aspects, Prevention, Treatment and Care and NACO will be planning to roll out the policy nationally preferably to labour intensive organizations. He then took verbal feedback from the participants on the training conducted. Some of the feedback from the participants is as follows:



“The training was very useful, lot of experience sharing were covered in the two day training”

“ The training taught us how to make companies own the programme”

“ Interface with corporate groups on their perspective was effective”

“ We came to know that the challenges faced by us ie getting time for trainings” is also faced by others”

“ The workshop had good structure, clear steps and the rationale for WPI brought in lot of clarity”

“ Each component of WPI was discussed in detail”

“ I wish I had this training an year back”

” Session on M&E should have been given more time”

Mr. Afsar thanked the participants for their feedback and said that they found the training useful because they are implementing workplace programmes, similar training for another group might not be useful. The structure of the workshop was based on the expectations. He said that the session on M&E was done as an introduction to the subject but if the participants feel the need, the future trainings will cover more of M&E.

Mr. Rudra thanked all the participants for their willingness. He suggested that participants could tie up with each other. The organizations which are relatively new in the area could learn from the more experienced one. He said that one of the positive outcome of the training should be linking up and knowledge sharing amongst the CSOs present in the group.

Mr. Afsar that ILO will make an e-group of the participants and share relevant information. He encouraged the participants to visit ILO's website for any further information.

He also informed that the website has sections on “Stakeholders Speak and Success Stories” in which success stories and feedback could be put. The participants were also asked to put up an article on the training conducted on their websites.

Report on the Evaluation:

In order to evaluate the training programme, a format containing 12 statements on aspects of training to be rated on a five parameter scale strongly agree – strongly disagree.

The training was attended by 26 participants, the evaluation form was filled by 22 of them as four of the participants had to leave before the close of the training.

Summary of 22 responses is as below:

Statements	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Total
1. The training met my expectations.	12	10	0	0	0	22
2. I will be able to apply the knowledge gained.	11	11	0	0	0	22
3. The training objectives for each topic were achieved	7	15	0	0	0	22
4. The content was organized and easy to follow.	11	11	0	0	0	22
5. The materials distributed were pertinent and useful.	16	6	0	0	0	22
6. The resource persons were experienced.	13	8	0	0	0	21
7. The quality of instruction was good.	14	8	0	0	0	22
8. The trainer met the training objectives.	11	9	2	0	0	22
9. Participation and interaction were encouraged.	18	4	0	0	0	22
10. Adequate time was provided for questions and discussion.	17	5	0	0	0	22
11. How do you rate the training overall?						
Excellent		Good	Average	Poor	very poor	

Analysis:

Overall the participants' feedback regarding the training, on its objectives, methodology, content, resource persons, materials, interaction was good.

- Overall, out of 10 statements, nine statements were rated as strongly agree or agree.
- 59.1% rated the training programme as excellent and a 40.9% rated as good, which reflects that the training programme was received very well.
- Suggestions for improvement included the following
 - Certain sessions required more time such as M&E and KABP session,
 - it was felt that the IEC materials should also be in Hindi
 - requested more sharing of experience by ILO, so suggested more number of days for the training which would also have practice sessions
 - such trainings by ILO on more frequent intervals was suggested
 - certificates of participation was suggested



“Prevention of HIV/AIDS in the world of work: A Tripartite Response”

**Training of Civil Society Organizations on HIV/AIDS Workplace Interventions
Conducted by ILO
20 - 21 October 2009
At IHC, Lodi Road
Draft Agenda**

Objectives:

4. To orient the participants to the strategy of sustainable HIV/AIDS workplace Interventions /Public Private Partnerships (WPI/PPP).
5. To enhance the skills of participants on key thematic components for WPI/PPP: Advocacy; development of workplace policy, training of enterprises, monitoring and evaluation
6. To facilitate experience sharing amongst participants and present the ILO approach/tools/lessons.

Day I: 20 October 2009			
Time	Topic	Specific Objectives	Methodology / Resource Persons
9.00–9.15AM	Registration and tea		ILO
9.15 - 9.45 AM	Brief Welcome and Inaugural		Mr. S.M. Afsar, ILO Ms. Leyla Tegmo Reddy, Director, ILO -SRO USG/USAID representative
9.45 - 10.45 A.M.	Icebreaking & Introductions	<ul style="list-style-type: none"> • To create workshop environment • To present the expectations of participants captured before the workshop and gather new expectations if any • To match the agenda with the expectations • To set ground rules of the workshop 	Presenting the expectations collected from participants Discussions Ms. P. Joshila, ILO
10.45- 11.00 A.M.		Tea/Coffee break	
11.00 - 1.00 PM	Theme - 1 Strategy for enterprise based Workplace Intervention/	<ul style="list-style-type: none"> • To provide rationale for HIV/AIDS workplace Intervention (WPI) • Orientation to the strategies for enterprise based 	Presentation, interface with corporate, moderated Discussion Questions/answers

	Public Private Partnership (WPI/PPP)	<p>interventions</p> <ul style="list-style-type: none"> To conduct an interface with the corporate partners on their perspectives of WPI/ PPP Share key lessons 	<p>Facilitator</p> <p>Mr. S.M. Afsar, ILO</p> <p>Corporate partners;</p> <p>Mr. V.K Sharma, JK Tyres Ltd</p> <p>Ms. Meenakshi Sharma, SAB Miller</p>
1.00 -2.00 P.M. Lunch break			
2.00 – 4.PM	Theme - 2 Advocacy	<ul style="list-style-type: none"> To appreciate challenges/lessons in advocacy in context of WPI/PPP To enhance understanding of successful advocacy strategies, including engagement of PLHIV 	<p>Group exercise, role plays, Presentation/ exercises/discussion/ meeting with other resource persons involved in Advocacy</p> <p>ILO</p> <p>Mr. S.M. Afsar, ILO</p>
4-4.15 P.M. Tea/Coffee break			
4.00- 5 PM	Theme - 3 Developing workplace policy, following the ILO Code of Practice	<ul style="list-style-type: none"> To orient the key principles of ILO code of Practice To discuss the processes in initiating policy development To orient participants to challenges To share key lessons in policy development and implementation. 	<p>Presentation, discussion</p> <p>Case studies</p> <p>Ms. Divya/Mr. S.M. Afsar, ILO</p>
5- 5.30	Recap of the day's learning and addressing any specific queries/issues	<ul style="list-style-type: none"> To reinforce key elements in undertaking advocacy with enterprises 	Recap of the day by the volunteers, discussions and clarification by the ILO team
Close of Day One			
Day II: 21 October 2009			
9.30 – 11.15.	Theme - 4 Enterprise Training	<ul style="list-style-type: none"> To understand the training strategies practiced by participants and the challenges faced Provide an orientation to the training for the enterprises on HIV/AIDS To explain the steps in undertaking the training to creating Peer educators/ 	<p>Role Play, Demonstration, group work, discussions</p> <p>Ms. Joshila, / ILO</p>

		trainers in the enterprises	
11.15-11.30 tea/Coffee break			
11.30 - 1.30 P.M	Theme - 5 An introduction to the ILO Training Materials (Manual for Enterprises, DVD and Card game)	<ul style="list-style-type: none"> To provide an orientation to the use of various materials developed for the workplace Interventions To disseminate key publications 	Presentation and discussion Ms. Divya Verma, ILO
1.30- 2.30P.M. Lunch break			
2.30-4 PM.	Theme - 6 Monitoring and Evaluation	<ul style="list-style-type: none"> Discuss various M&E practices of the participants To provide an understanding of the M&E system for the enterprise based WPI. To provide an orientation to the KABP tool and the reporting formats 	Presentation, Discussion Mr. Manjunath Kini, ILO
4 - 5 P M	Valedictory	<ul style="list-style-type: none"> To get the participants' feedback To formally close the workshop 	Participants' feed back through the questionnaire and verbal feedback and closing of the workshop ILO/USG/USAID representatives



“Prevention of HIV/AIDS in the world of work: A Tripartite Response”

**Training of Civil Society Organizations on HIV/AIDS Workplace Interventions
At India Habitat Centre, New Delhi
20-21 October 2009**

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