



GA. No 611034

Project acronym **TRIGGER**

Project title: **Transforming Institutions by gendering contents and gaining equality in research**

**Seventh FRAMEWORK PROGRAMME
Specific programme 'Capacity'
Work programme 'Science in Society'**

FP7-SCIENCE-IN-SOCIETY-2013-1

Deliverable D2.3

Programme of the workshops on gender diversity management

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Start date of project: 01.01.2014

Duration: 48 months

Organisation name of the WP leader: VSCHT

Organisation name of lead contractor for these deliverables: ISAS

Project co-funded by the European Commission within the Seventh Framework Programme (2007-2013)		
Dissemination Level		
PU	Public	x
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission	

D2.3 - Programme of the workshop on gender diversity management for administrators/managers

Task 2.1 – Actions promoting change in organisational culture and formal/informal behaviours

Action no. 2.1.5. Organisation of 4 workshops on gender diversity management for administrators/managers

1st workshop: 09/09/2014

TOPIC

- HOW WE CAN CHANGE THE EXISTING SITUATION AND SUPPORT THE DEVELOPMENT OF DIVERSITY/GENDER EQUALITY AT THE ICT – on institutional, symbolic and individual level ("cultural and institutional change" approach)
 - the working culture
 - institutional conditions and rules
 - management and organizational development
 - comprehensive concept – in relation to the employment sector and towards students and teachers
- The measures and procedures leading to setting up the conditions that will allow for the development of diversity among female and male employees (in work teams, in leadership and decision-making positions, among research, scientific and educational staff) and in the contents of their research and teaching activities.
 - diversity in terms of gender, and eventually age and nationality/ethnicity (internationalization), intersectional approach
 - diversity in terms of professional approaches (paradigm) and topics
- Argumentation: cons, negative effects vs. benefits of diversity in the organization, benefits for the institution, science, research and the educational process

Cross-cutting topics:

- strategic objectives, vision, policy, development of the institution
- management, organizational development, organizational changes
- gender, diversity, equal opportunities, gender equality
- work environment and culture
- integration/mainstreaming – equal opportunities policy
- personnel policy and management
- the pedagogical processes
- work-life balance



STARTING POINTS

- The current situation from the perspective of gender equality at the ICT
 - Statistical survey (D 2.1) and investigation of women's and men's needs and barriers (D 2.2)
 - Institutional processes, conditions, rules, organizational/strategic development
 - expert interviews with top management
 - analysis of institutional processes, documents and rules
- Cultural and institutional rules (structural) change approach
- Project TRIGGER at the ICT: action plan, priorities and objectives, specific activities

TARGET GROUP

Management and administration - "stakeholders", people in decision-making positions responsible for shaping policy and institutional conditions for the development of science, research and educational processes at the ICT and human resources; people who have an impact on the implementation of the rules in practice.

Female and male employees in management and administration at the level of the whole ICT and in individual faculties (for individual workshops particular faculties and institutions will be selected):

- bursar, vice-deans, vice-rectors
- female and male secretaries of vice-rectors
- rector's and dean's chancellors
- heads of institutes/departments
- heads of trade unions and departments in administration /dean's offices (e.g. the Pedagogical Department, Department for Science and Research, Department for Strategy and Development, etc.)
- heads of the human resources department
- trade union representatives and decision-making bodies of the ICT

OBJECTIVES OF THE WORKSHOP

- **The aim is to build gender diversity management competencies among administrators and managers to facilitate gender-fair, open recruitment and advancement for women.**
- The aim is to increase gender awareness and development of skills, expertise and knowledge, i. e. acquisition of new knowledge to be applied in practice in the area of setting up, modification, and implementation of institutional rules, processes and conditions.
- The identification of areas, objectives and priorities on which we should focus in the following stages of the project, or more precisely in the framework of implementation of changes (according to the needs and strategic objectives of the ICT).

LECTURERS:

Mgr. Hana Víznerová, manager of ISAS team, graduated in sociology from the Faculty of Arts, Charles University in Prague. She is specialized in cultural and institutional change in research and gender training. She is responsible for the communication and dissemination of the cultural and institutional change approach at national level and international levels. She is a coordinator of national network KLUB NKC and member of genderSTE.

Irena Smetáčková, Ph.D. works as an assistant professor at the Department of Psychology, Faculty of Education, Charles University, Prague. Her scientific background covers psychology, sociology and pedagogy. For more than ten years she has been involved in research on gender socialization and gender equality in education. She conducts practice-targeted projects in the same field.

SCRIPT

Topic/Activity	Method	Time	The objectives of the activity	Tools	Lecturer
1. Introduction <ul style="list-style-type: none"> • Introduction of the lecturers and the workshop • Topic, objectives and methods of the workshop • Program • Parts of the project TRIGGER – short presentation of the TRIGGER project and of the cultural and institutional change 	Presentation	10 min	<ul style="list-style-type: none"> - Introduction - Presentation of lecturers - Information about the program and objectives of the workshop - TRIGGER and introduction of the cultural and institutional change 	PPT	HV
2. Evocation: "Why we should devote our time to the development of diversity at ICT" <ul style="list-style-type: none"> • the initial question (working individually): from the viewpoint of your position, agenda, responsibilities and experience: “How do you assess the situation at the ICT in terms of gender equality (balance/diversity), also on the basis of the results of the survey carried out in the project, do you think that the ICT is an environment that is dedicated to the development of diversity, that it is implemented? Can you even state a specific example of best practice (what the ICT is doing), and vice versa, where do you see gaps, what you could/would/should pay attention to?” • presentation – introductory explanation – the framework of the issue and its relevance to the needs of the ICT • provide examples from the results of the questionnaire and statistical surveys 	Individual work Discussion Presentation	20 min	<ul style="list-style-type: none"> - this introductory part should motivate participants, create a buy in for the topic and highlight its usefulness and relevance for the ICT – practical use (its theoretical framing can be found in a later part) - topic delimitation in relation to the objectives and needs of the ICT, from a personal perspective of workshop participants - to point out the importance of the topic (more details in the next section) - provide an overview of specific situations, examples – what is the issue about, and clarify selected workshop topics 	PPT	HV
3. Theoretical background <ul style="list-style-type: none"> • definition of basic terms: gender, gender stereotypes, equal opportunities for women and 	Presentation	25 min	Introduce and explain basic concepts associated with gender diversity, to show the relationship of gender and other types of diversity, discuss the positive (and also negative) impacts	PPT	IS

<p>men, gender equality</p> <ul style="list-style-type: none"> • relationship of equality and diversity • diversity as a goal and as a condition for the management of the organization • two concepts of diversity – diversity of human resources and diversity of topics/agendas/approaches • positive effects of diversity at the individual, group, organizational, and societal level (examples of research in the field of psychology, sociology and economics) • risks associated with the introduction of diversity in your organization, possibilities of their reduction • diversity in different types of organizations and different social segments – business, administration, science and education (comparison and the possibility of mutual inspiration) 			<p>of promoting diversity in organizations, compare different types of organisations (in particular universities and commercial companies) and show differences and similarities</p>		
<p>4. "Who is involved" – examples of best practices in the selected topic, examples of specific measures and tools</p> <ul style="list-style-type: none"> • universities abroad, ADVANCE, granting agencies, Athena Swan Award, Horizon 2020 (gender balance in teams), etc. 	<p>Presentation Discussion</p>	<p>15 min</p>	<p>Buy in – to show that prestigious institutions in Europe and the USA are involved, that it is relevant, that the participants will continue to encounter the issue</p>	<p>PPT Handout – examples of best practices</p>	<p>HV</p>
<p>PAUSE</p>		<p>10 min</p>			
<p>5. Case studies, recommendations, proposals of subsequent steps</p> <ul style="list-style-type: none"> • examples of best practice at the ICT, further development, proposals for solution and changes 	<p>Case studies Discussion in groups Joint assessment</p>	<p>50 min</p>	<p>Common assessment of the current situation – "what are we already doing?," using specific examples discuss options and suggestions for adjustment and transfer of best</p>	<p>Case studies-handout PPT Project's action</p>	<p>IS, HV</p>

<ul style="list-style-type: none"> group discussion about selected topics and situations (e.g. diversity in terms of pedagogical activities; the selection process and evaluation of research work, working conditions, taking into account WLB, etc.) – split into groups according to the topic and agenda, the position of participants at ICT discussion and group work about the recommendations and proposals for next steps, it is also possible to include the question “How to implement these proposals in practice“? (different levels – individual, institutional, organisational development and management, and the working culture, work environment) links with other activities of the project discussion about further cooperation, establishing the working group for evaluation and monitoring of performance introduction of other sources of information 	Presentation		<p>practices from abroad.</p> <p>Common identification of specific procedures and their integration in organisational development and management.</p> <p>Common elaboration of recommendations and setting up objectives and priorities.</p> <p>Answering participants’ questions, discussion about next steps and cooperation, in particular in connection with other activities of the project.</p> <p>Providing additional sources of information.</p>	plan	
<p>6. Evaluation of the workshop, individual "action plans"</p> <ul style="list-style-type: none"> Evaluation: “What was new for you? What has surprised you? What inspiration for your thoughts on ICT did you get? What do you consider as most important? What was missing?” Completing a "worksheet" individually and subsequent group discussion Formulation of an "individual action plan" Sample entries in the worksheet: <ul style="list-style-type: none"> the main idea I'm leaving with... I realized that ... I have an idea for a change at the ICT... 	Individual work Joint assessment	15 min	"Time for reflection"; the evaluation will serve two purposes – as a feedback for the organisers’ team and for fixing the outputs of the workshop for the participants; the evaluation will be conducted in two stages: first individually on the basis of the worksheet, and then in the context of a group discussion; the worksheet will be a source for the formulation of a so-called individual action plan (objectives, strengths and weaknesses, steps to realization)	Handout	IS
<p>7. Conclusion</p>	Presentation	5 min	Thanks for participating Information about upcoming events	PPT	HV