



# TRANSFORMING WORKPLACE APPROACHES TO GENDER-BASED VIOLENCE

SYSTEMIC CHANGES THAT PROMOTE WOMEN'S SOCIAL AND ECONOMIC GROWTH

COMMUNITY FACILITATOR MANUAL



# IN GRATITUDE AND FRIENDSHIP

The Manitoba Association of Women's Shelters Inc (MAWS). is a charity governed by a board of directors comprising of the Executive Directors of the 11 provincially funded shelters in Manitoba.

This content of this Manual was developed by MAWS under the project title, "Transforming Approaches to Gender-Based Violence (GBV) in the Workplace: Promoting Women's Social and Economic Growth." This is a thirty-four-month systemic change project that MAWS undertook in May of 2024. The data and insights collected during this project will help inform future projects dedicated to nurturing meaningful and effective responses to GBV, across Manitoba.

In the spirit of collaboration, knowledge sharing, cultural humility and cultural responsiveness, MAWS engaged with Cultural Advisors to gather insights on the curriculum, materials and learning process from an Indigenous, newcomer, survivor and service provider lens.

With gratitude, MAWS thanks the Cultural Advisors who participated in reviewing the curriculum, materials and learning process of the workshop. Your insights provided a depth of understanding about culturally responsive approaches to the curriculum and learning process that may have otherwise been missed or misunderstood. Thank you.

# ACKNOWLEDGEMENTS

The Manitoba Association of Women’s Shelters (MAWS) gratefully acknowledges the individuals who worked closely on this project for sharing their time and knowledge with us.

MAWS respects the teachings and discussions brought to us by Survivors of GBV, Elders, Knowledge Carriers, and other experts. MAWS promotes respectful, trauma-informed and culturally responsive approaches for Participants and Community Facilitators alike.

This project was made possible by Women and Gender Equality Canada (WAGE).

MAWS carries out its work on the original lands of the Anishinaabeg, Anishinewuk, Dakota Oyate, Denesuline, and Nehethowuk Nations. We acknowledge Manitoba is the Homeland of the Red River Métis.

We also recognize that land acknowledgments can be harmful by not acknowledging that the sharing of this land and its resources is done without invitation or reciprocity. We address this by acknowledging the continued pillaging and hoarding of resources by Settlers, and by recognizing that Settlers have yet to commit to meaningful reconciliation with the Original Peoples of Turtle Island.

Lastly, acknowledging the land also means recognizing the meaningfulness in each of us taking time to connect with the land we are currently standing on. No matter what area on Mother Earth our families originate from, we all have a relationship and a responsibility to the land.

MAWS is committed to reconciliation by engaging in acts of reciprocity including prioritizing culturally responsive practices, creating paths for relationship-building with Indigenous communities, and by standing with and behind Indigenous communities to advocate for reconciliation.

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# TRAINING CONTEXT

## ABOUT TRANSFORMING WORKPLACE APPROACHES TO GENDER-BASED VIOLENCE TRAINING:

Intimate partner, family, and gender-based violence are pervasive issues that affect workplaces across Manitoba. With nearly 70% of Canadian employees experiencing workplace harassment in 2020, it is crucial for businesses and organizations to address this problem proactively (Canadian Safety Training Centre, 2025). GBV can occur anywhere, including in our workplaces. It disproportionately affects women and other historically marginalized groups, in particular Indigenous women, girls and Two-Spirit folks. “*The government of Manitoba reports that calls to its 24-hour domestic violence information and crisis line were at 16,430 in 2020, 17,931 in 2021, and 18,569 last year*” (CBC, Nov. 2023). Dr. Kendra Nixon with the University of Manitoba states, “*We’ve experienced seven years of escalating rates of intimate partner violence in this country. It is an epidemic and we need to do something about it, [but] in order to solve a problem, we first have to identify it and name it*” (CBC, Feb. 2024). By raising awareness and providing tools to address intimate partner and family violence, for-profits and non-profits are becoming a part of the solution, identifying and naming gender-based violence which, in turn, creates safer and more productive work environments.

Through this thirty-four-month systemic change project, the Manitoba Association of Women’s Shelters Inc. will help advance women’s economic security and prosperity through systemic change. Specifically, the project will address systemic barriers within workplaces, businesses, and organizations by shifting how employers respond to workplace GBV by changing attitudes, increasing awareness and professional development opportunities, and by designing preventative and protective measures to respond to GBV. This will be achieved by developing and delivering Train-the-Instructor workshops, access to comprehensive resources, including manuals, toolkits, policies, and protocols to various trained Community Facilitators so that they can best support local businesses and organizations in addressing GBV and by establishing networking opportunities to build awareness around GBV. With domestic violence accounting for about one-third (1/3) of all violent crimes reported to police in Canada, and women being the primary victims (Statistics Canada, 2018), this training addresses a significant societal issue that directly impacts the workforce.

*Everyone in the community has a role to play in helping to reduce and respond to GBV. Thank you for joining the Manitoba Association of Women’s Shelters in working with communities across Manitoba to reduce all forms of violence and abuse.*

# CULTURAL FRAMEWORK

## TRANSFORMING WORKPLACE APPROACHES TO GENDER-BASED VIOLENCE TRAINING:

This manual is grounded in a trauma-informed and culturally responsive framework. We acknowledge that gender-based violence is experienced differently across diverse communities, and intervention approaches must consider the lived realities of Indigenous, racialized, immigrant, 2SLGBTQIA+, and other equity-deserving groups.

Community Facilitators are encouraged to adapt content with cultural humility, honouring local knowledge, traditions, and experiences.

## CULTURALLY RESPONSIVE FACILITATION TIPS

- ✚ Honor Cultural Strengths: Recognize that healing comes in many forms – prayer, song, dance, food, ritual and silence are all valid.
- ✚ Relationality over Formality: In some cultures, trust-building takes precedence over structured sessions. Be flexible in pacing and formality.
- ✚ Practice Cultural Humility: Acknowledge that you are not the expert in someone else's culture or experience.
- ✚ It may be customary in some cultures to be invited to introduce themselves when engaging in learning and teaching in a circle.
- ✚ Participants may wish to share personal experiences on gender-based violence and may find some of the learning difficult and emotional. Educators will provide space for Participants to express these feelings and will respond from a trauma-informed lens, taking care of all Participants present.
- ✚ Community Facilitators are invited to refer to “simulation exercises” as “connection exercises” or “connection activities.” Please use the wording that feels suitable to your audience.

## CULTURALLY RESPONSIVE REFLECTION PROMPTS

- ✚ What does safety mean in your community or culture?
- ✚ How do traditional roles, gender expectations, or beliefs influence how violence is seen or addressed?
- ✚ What are your cultural sources of strength and resilience?

# TRAIN-THE-TRAINER MISSION

## TRANSFORMING WORKPLACE APPROACHES TO GENDER-BASED VIOLENCE TRAINING:

The purpose of the Train-the-Trainer is to train and inform Community Facilitators on the goals and key messages of the Transforming Workplace Approaches to Gender-Based Violence (GBV): Systemic Changes to Promote Women's Social and Economic Development project, specifically to reduce and respond to GBV within the workplace.

Upon completion of this training, Community Facilitators will:

1. Enhance their abilities to design and deliver holistic training aimed at reducing and addressing GBV in the workplace;
2. Increase their knowledge and understanding of how to promote open and safe discussions about the impacts of GBV in the workplace and their respective for-profit and non-profit communities;
3. Enhance their abilities to research and educate their local for-profit and non-profit community on relevant available resources;
4. Learn how and when to use teaching tools developed for the Transforming Workplace Approaches to GBV project; and
5. Develop a supportive network for implementation at a community level.

# ACROYNMS

Domestic Violence = DV

Experiential Learning = EL

Family Violence = FV

Gender-Based Violence = GBV

Intimate Partner Violence = IPV

Manitoba Association of Women's Shelters = MAWS

Simulation Exercise = SE

# MATERIALS CHECKLIST

- ✚ Transforming Workplace Approaches to Gender-Based Violence Community Facilitator Manual
- ✚ Transforming Workplace Approaches to Gender-Based Violence Community Toolkit
- ✚ Simulation Exercises (all materials printed and prepared)
- ✚ PowerPoint Presentations (on USB or sent to email)
- ✚ Handouts (all materials printed and prepared)
- ✚ Flipcharts with paper, paper (8x10), masking tape, markers
- ✚ Grounding tools (as needed) (e.g. sweetgrass, clay, lavender spray, bowl/shell, sage, matches)
- ✚ In-focus projector, laptop computer, speakers (as needed)
- ✚ Copy of list of Participants registered for Train-the-Trainer session (as needed)
- ✚ Pre-and Post-Evaluation Surveys (as needed)

# TRAINING/LEARNING JOURNEY

TRANSFORMING WORKPLACE APPROACHES TO GENDER-BASED VIOLENCE: SYSTEMIC CHANGES THAT PROMOTE WOMEN'S SOCIAL AND ECONOMIC GROWTH

FOR-PROFIT AND NON-PROFIT COMMUNITY TRAINING

DURATION	PROPOSED LEARNING	TEACHING TOOLS
10-15 minutes	Grounded Greetings Introductions Group Agreements	Roundtable Discussion
10-15 minutes	Gender-Based Violence	Roundtable Discussion PowerPoint and/or Handouts
15-30 minutes	Gender-Based Violence in the Workplace	PowerPoint and/or Handouts Simulation Exercise
30-60 minutes	The Role of The Employer: Workplace Culture and Addressing GBV	Interactive Activity Roundtable Discussion PowerPoint and/or Handouts Simulation Exercise
5-10 minutes	Community Resources	Handouts (brochures, printed materials)
10-15 minutes	Reflections/Check-Out	Large Group Reflection
5 minutes	Post-Evaluation	Surveys

*FYI: Time durations are dependent upon the number of Participants and the exercises utilized in the respective training session.*

*The above time durations are measured for a session with five (5) or less Participants and do not necessarily account for culturally responsive practices that may be utilized during the training session.*

# TRANSFORMING WORKPLACE APPROACHES TO GENDER-BASED VIOLENCE

## GROUNDED GREETINGS

INTENTION:	The intention behind offering grounded greetings is to bring Participants together in a space that nurtures our minds, bodies and spirits. It represents a respectful and reciprocal exchange of ideas, experiences and knowledge. It asks Participants to be present in, and open to, this exchange.
GOALS:	<ol style="list-style-type: none"> <li>To begin the training in a respectful manner.</li> <li>To nurture a generous, respectful, collaborative learning environment for Participants.</li> </ol>
HOPEFUL OUTCOMES:	<ol style="list-style-type: none"> <li>The training will begin in the spirit of reciprocity, care, curiosity and gratitude with the intention that this tone is carried on throughout the entire training session.</li> <li>Participants will feel grounded at the start of the training.</li> </ol>
DURATION:	5 minutes
MATERIALS REQUIRED	Community Facilitator Manual Grounding tools TBD by Community Facilitator

### DETAILED PROCESS:

- TBD (dependent on cultural support suitable for/ relevant to the respective audience).

### ROOM SET-UP & FORMAT:

- Tables and/or chairs in a u-shape or circle

### ADDITIONAL NOTES:

*Please engage in/offer cultural support as you see fit (consider cultural support that may be relevant to the respective audience).*

*Consider reframing your traditional land acknowledgement. This can be done by acknowledging the land you are working on and then sharing a story, event, piece of visual artwork or literary work that explores colonialism or illustrates resilience, resistance and resurgence. If you are sharing another's story, ensure you have permission to do so. If you are sharing knowledge or exploring ideas around colonialism, resilience, resistance or resurgence, do so with the intent to nurture healing and prevent harm.*

# TRANSFORMING WORKPLACE APPROACHES TO GENDER-BASED VIOLENCE

## INTRODUCTIONS

INTENTION:	The intention behind introductions is to provide Participants with an opportunity to become acquainted. It is customary in many cultures to introduce yourself when meeting someone unfamiliar. You may choose to introduce yourself by sharing your name, clan, position in community, professional position, passions, as well as areas of learning interests and personal growth.
GOALS:	<ol style="list-style-type: none"> <li>1. To provide an opportunity for Community Facilitators to learn about their audience, including relevant skills and experience.</li> <li>2. To provide an opportunity for Participants to find ways to connect, relax and enjoy the workshop experience.</li> </ol>
HOPEFUL OUTCOMES:	<ol style="list-style-type: none"> <li>1. Participants will become better acquainted with one another.</li> <li>2. An educational environment built on humility, curiosity and care.</li> </ol>
DURATION:	1 minute per Participant
MATERIALS REQUIRED	Community Facilitator Manual Paper (size 8x10) for Participants to make name tags to place on table TBD by Community Facilitator

### DETAILED PROCESS:

1. Participants will be invited to introduce themselves in a way that feels good for them. This may include the following details: name, position, community, and a special skill or interest.

### ROOM SET-UP & FORMAT:

- Tables and chairs in a u-shape or circle

### ADDITIONAL NOTES:

*Community Facilitators may modify as required. For example, name tags may not be necessary. Depending on your audience, grounding tools may or may not be necessary. A pre-workshop survey was distributed via email prior to the workshop as a comparative tool to measure post-evaluation surveys.*

*It may be customary in some cultures to be invited to introduce themselves when engaging in learning and teaching in a circle.*

# TRANSFORMING WORKPLACE APPROACHES TO GENDER-BASED VIOLENCE

## GROUP AGREEMENTS

INTENTION:	The intention behind establishing group agreements is to collaborate with Participants on mutually agreed upon expectations of conduct while in attendance at the training.
GOALS:	<ol style="list-style-type: none"> <li>1. To provide a compassionate, collaborative, respectful environment for Participants to share and learn within.</li> <li>2. To provide an opportunity for Participants to suggest their own expectations of conduct and to present these responsibilities to the group for consensus.</li> <li>3. To have Participants think about the impact of making and taking space.</li> </ol>
HOPEFUL OUTCOMES:	<ol style="list-style-type: none"> <li>1. Participants will have a clear understanding of how to engage with one another respectfully and compassionately, throughout their time in the training, and will come to a consensus on what respectful and compassionate engagement looks like.</li> </ol>
DURATION:	5 minutes
MATERIALS REQUIRED	Community Facilitator Manual Flip charts and/or paper Tape Markers

## DETAILED PROCESS:

1. Participants will be offered the opportunity to co-develop group agreements within the large group, at the onset of the workshop. The group's co-developed agreements will be posted on the wall as a reminder.
2. Community Facilitators will write down the agreements stated by Participants on a flip chart in an area that is visible to all Participants.
3. Community Facilitators will post the agreements on a wall in an area that is visible to all Participants.

## ROOM SET-UP & FORMAT:

- Tables and chairs in a u-shape or circle
- 1 flip chart with paper and markers at the end of the u-shape or within the circle

## ADDITIONAL NOTES:

*Community Facilitators are encouraged to integrate the following question when establishing group agreements:*

- ✚ “Are there any cultural or spiritual practices that are important to acknowledge as part of our group process (e.g. prayer, opening/closing protocols, use of traditional names)?”

# TRANSFORMING WORKPLACE APPROACHES TO GENDER-BASED VIOLENCE

## GENDER-BASED VIOLENCE

INTENTION:	The intention behind presenting information on GBV, IPV, FV, and DV is to offer Participants a stronger grasp on terminology. The intention is also for Participants to gain an understanding of current research findings on trauma and trauma responses to experiences such as GBV.
GOALS:	<ol style="list-style-type: none"> <li>1. To provide Participants with information on GBV, IPV, FV, DV, trauma and trauma responses.</li> <li>2. To have Participants engage with culturally responsive reflection prompts.</li> </ol>
HOPEFUL OUTCOMES:	<ol style="list-style-type: none"> <li>1. Participants will have a clear understanding of the terms GBV, IPV, FV, DV, trauma and trauma responses.</li> <li>2. Participants will consider how our culture and environment plays a role in our experiences with GBV.</li> </ol>
DURATION:	10-15 minutes
MATERIALS REQUIRED	Community Facilitator Manual Community Facilitator Toolkit: Gender-Based Violence Community Facilitator Toolkit: Trauma Community Facilitator Toolkit: Case Study

### DETAILED PROCESS:

1. Community Facilitators will review the *Gender-Based Violence* resource sheet.
2. Community Facilitators will review the *Trauma* resource sheet.
3. Community Facilitators will share Case Study: The Impact of Structural Intimate Partner Violence and invite Participants to complete the exercise at the bottom. This can be completed individually, in small groups, or within the larger group. TBD by Community Facilitator.
4. Community Facilitators will invite Participants in an Ubuntu Reflection Circle to explore how individual well-being is connected to community care, responsibility, and relationships.
 

Culturally responsive reflection prompts:

  - a. How has your social location, environment, or family history shaped your understanding of safety, strength, violence, conflict, and healing?
  - b. What cultural teachings or traditions have supported your healing or community care?

c. What does “I am because we are” mean to you?

### ROOM SET-UP & FORMAT:

- ✚ Tables and chairs in a u-shape or circle

### ADDITIONAL NOTES:

*Ubuntu Reflection Circle: “Ubuntu speaks about the fact that you can’t exist as a human being in isolation.”*

*-Desmond Tutu*

*Additional Guiding Questions:*

- ✚ *How do you experience community in your daily life?*
- ✚ *How does healing happen in your community?*

*Community Facilitators, please ensure that you are available for Participants to discuss concerns, debrief, or ask questions, when needed and within reason. Community Facilitators must ensure supportive listening and crisis line resources and supports are made available and that Participants are made aware.*

# TRANSFORMING WORKPLACE APPROACHES TO GENDER-BASED VIOLENCE

## GENDER-BASED VIOLENCE IN THE WORKPLACE

INTENTION:	The intention behind providing current and relevant information on GBV in the workplace (how it unfolds, prevalence, impact) is to provide current and relevant information for Participants to reflect upon and become aware of to support their employees and colleagues, as needed.
GOALS:	<ol style="list-style-type: none"> <li>1. To increase Participants knowledge on GBV in the workplace.</li> <li>2. To provide Participants with an opportunity to experience a simulation exercise on fostering empathy while engaging in experiential learning (EL) and simulation learning (SL).</li> </ol>
HOPEFUL OUTCOMES:	<ol style="list-style-type: none"> <li>1. Participants will gain an in-depth understanding of GBV in the workplace, guided by a collaborative discussion-based format.</li> <li>2. Participants will engage in EL through a simulation exercise aimed at fostering empathy.</li> <li>3. Participants will gain insight into the difficult position individuals experiencing GBV face when in the workplace.</li> </ol>
DURATION:	15-30 minutes
MATERIALS REQUIRED	<p>Community Facilitator Manual</p> <p>Community Facilitator Toolkit: GBV in the Workplace</p> <p>Community Facilitator Toolkit: <i>Weighed Down</i> Simulation Exercise V1 <u>or</u> V2</p> <p>Weights/symbolic weights or other adapted materials</p>

### DETAILED PROCESS:

1. Community Facilitators will divide Participants into small groups and invite each group to record their ideas on what GBV in the workplace means and can look like.  
Please note: Including or removing this step is TBD by Community Facilitator based on time, respective audience, and number of Participants.
2. Within a roundtable discussion format, Community Facilitators will provide details on the prevalence of GBV in the workplace, how GBV can unfold in the workplace, and the impact of GBV on individuals (refer to Community Facilitator Toolkit).
3. Community Facilitators will facilitate the *Weighed Down* SE V1 or V2.

4. Community Facilitators will debrief the SE with Participants.

#### ROOM SET-UP & FORMAT:

- ✚ Tables and chairs in a u-shape or circle
- ✚ Open space for SE

#### ADDITIONAL NOTES:

*When speaking about violence, it is important to move with ease and kindness, caring for Participants minds, bodies and spirits. Encourage Participants to engage in grounding practices during this session and allow for breaks, when needed.*

# TRANSFORMING WORKPLACE APPROACHES TO GENDER-BASED VIOLENCE

## THE ROLE OF THE EMPLOYER: WORKPLACE CULTURE & ADDRESSING GBV

<p><b>INTENTION:</b></p>	<p>The intention behind discussing the role of the employer is to establish a basic understanding of relevant legislation, employer responsibilities, and steps employers can take to effectively respond to GBV in the workplace. This section also invites Participants to think about workplace culture and the ways in which workplace culture can effectively respond to instances of GBV in the workplace.</p>
<p><b>GOALS:</b></p>	<ol style="list-style-type: none"> <li>1. To provide Participants with information on employer’s legal responsibility to respond to GBV in the workplace.</li> <li>2. To provide Participants with practical steps to address GBV in the workplace.</li> <li>3. To provide Participants with an understanding of workplace culture.</li> <li>4. To provide Participants with an opportunity to roleplay how they might respond to the information learned through a SE on <i>Leading the Pack</i>.</li> </ol>
<p><b>HOPEFUL OUTCOMES:</b></p>	<ol style="list-style-type: none"> <li>1. Participants will gain a deeper understanding of the role of the employer in addressing GBV in the workplace.</li> <li>2. Participants will gain a deeper understanding of the role of workplace culture.</li> <li>3. Participants will have engaged in EL through a SE, providing them with a stronger grasp on how to respond to GBV in the workplace.</li> </ol>
<p><b>DURATION:</b></p>	<p>30-60 minutes</p>
<p><b>MATERIALS REQUIRED</b></p>	<p>Community Facilitator Manual          Community Facilitator Toolkit: The Case for Caring about Culture          Community Facilitator Toolkit: Legislation and Employer Responsibilities          Community Facilitator Toolkit: Step-by-Step Guide to Addressing GBV in the Workplace          Community Facilitator Toolkit: <i>Leading the Pack</i> Simulation Exercise</p>

## DETAILED PROCESS:

1. Community Facilitators will invite Participants to complete the exercise: The Case for Caring about Culture. Community Facilitators will engage Participants within the large group in a roundtable discussion on what a safer work environment can look and feel like and how their respective business/organization measures up.
2. Community Facilitators will present information in Community Facilitator Toolkit, with the support of the Manual, and will summarize legislation and employer responsibilities to address GBV in the workplace.
3. Community Facilitators will guide Participants through an SE/EL exercise called *Leading the Pack*.
4. Community Facilitators will debrief the SE/EL exercise with Participants.

## ROOM SET-UP & FORMAT:

- ✚ Tables and chairs in a u-shape or circle
- ✚ 1 flip chart with paper and markers at the end of the u-shape or within the circle
- ✚ Space for SE

## ADDITIONAL NOTES:

*In recent Western history, society has viewed GBV as a personal issue to be dealt with in private. It is of significance to note that making GBV a private and personal issue is not a natural response but rather a symptom of our colonial modern views on care and responsibility. This section invites Participants to lean into the notion that alternatives to viewing GBV as a private issue exist historically as well as currently. In fact, collective care and responsibility is a philosophy embedded in many cultures globally and is at the center of many Indigenous teachings. In recent history, many of us have disbanded from our tribes and communities, we can only begin to remedy this by learning to better respond and protect one another and our communities against violence through taking a collective approach to care, responsibility and action.*

# TRANSFORMING WORKPLACE APPROACHES TO GENDER-BASED VIOLENCE

## COMMUNITY RESOURCES

INTENTION:	The intention behind providing community resources is for Participants to become familiar with local GBV resources within their communities that they can access.
GOALS:	<ol style="list-style-type: none"> <li>1. To increase Participant's knowledge of local resources that respond to GBV and support victims of GBV.</li> <li>2. To provide Participants with information on how to access local resources.</li> </ol>
HOPEFUL OUTCOMES:	<ol style="list-style-type: none"> <li>1. Participants will gain a clearer understanding of GBV resources in their communities.</li> <li>2. Participants will gain a clearer understanding on how to access local resources to respond to GBV and support victims of GBV.</li> </ol>
DURATION:	5-10 minutes
MATERIALS REQUIRED	Community Facilitator Manual Brochures/printed resource materials

### DETAILED PROCESS:

1. Community Facilitators will share local resources and provide information on how to access local resources to respond to GBV and support victims of GBV.

### ROOM SET-UP & FORMAT:

- ✚ Tables and chairs in a u-shape or circle

### ADDITIONAL NOTES:

*Community Facilitators are expected to research their local communities and the communities they will be serving prior to delivering training to find out relevant and up-to-date resources to share during the delivery of the training. Resources to consider are ones that support prevention, crisis intervention, therapeutic intervention, rehabilitation, and cultural responsiveness.*

*Community Facilitators are encouraged to research local resources and to commit to other research needed before delivering training. This includes culturally responsive research. Community Facilitators will discuss*

*research as problematic and the ways in which research has historically been used as a tool of violence on Indigenous and Black communities as well as other exploited communities. Community Facilitators will invite Participants to consider community voices and lived-experience as credible sources for research. Community Facilitators will also invite Participants to think about how some resources can be harmful. Lastly, Community Facilitators will invite Participants to think about confirmation bias and well-intentioned research can be impacted significantly by this practice.*

*Community Facilitators are expected to share relevant programs and services offered at the agency they represent (i.e. GBV shelter, resource center, etc.). It may be beneficial for Community Facilitators to bring brochures and physical resources that Participants can keep.*

# TRANSFORMING WORKPLACE APPROACHES TO GENDER-BASED VIOLENCE

## REFLECTIONS/CHECK-OUT

<b>INTENTION:</b>	The intention behind making time to reflect and check-out is to provide Participants with an opportunity to debrief and reflect on their experiences and the learning they gained from the training. By ending with reflection, Community Facilitators are honoring Participants voices/expressions, promoting Participants feeling heard, listened to, and appreciated.
<b>GOALS:</b>	<ol style="list-style-type: none"> <li>1. To identify areas in which Participants feel they need more support.</li> <li>2. To identify tools Participants can use when delivering training.</li> <li>3. To come together as a large group and exchange thoughts and ideas, offering support to one another, leaving the training feeling heard and appreciated.</li> </ol>
<b>HOPEFUL OUTCOMES:</b>	<ol style="list-style-type: none"> <li>1. Participants will build relationships with other Participants, increasing their professional network of supports.</li> <li>2. Participants will leave the workshop feeling heard and listened to.</li> </ol>
<b>DURATION:</b>	10-15 minutes
<b>MATERIALS REQUIRED</b>	Community Facilitator Manual TBD by Community Facilitator

### DETAILED PROCESS:

1. TBD (dependent on cultural support suitable for/ relevant to the respective audience).
2. Community Facilitators will thank Participants for the energy they put into being present in this training.
3. Community Facilitators will invite Participants to share a word or idea that reflects their feelings.
4. Community Facilitators are to listen for reflection on the processes and experiences Participants describe and the impact on their learning to help inform future training sessions. Community Facilitators are also expected to validate Participants experiences and reflections.

## ROOM SET-UP & FORMAT:

- ✚ Tables and/or chairs in a u-shape or circle

## ADDITIONAL NOTES:

*Please engage in/offer cultural support as you see fit (consider cultural support that may be relevant to the respective audience).*

# TRANSFORMING WORKPLACE APPROACHES TO GENDER-BASED VIOLENCE

## POST-EVALUATION

<p><b>INTENTION:</b></p>	<p>The intention behind conducting a post-training evaluation is to gather feedback from Participants on their experience with the training. Community Facilitators will use this information to inform and improve future trainings. This exercise will allow Participants another opportunity to feel heard and to have their feelings appreciated. Lastly, this exercise will role model how Participants can use reflection/check-outs in their own workplaces.</p>
<p><b>GOALS:</b></p>	<ol style="list-style-type: none"> <li>1. To assess whether the core components of the training were provided to Participants.</li> <li>2. To assess and compare Participant’s understanding of GBV in the workplace pre- and post-training.</li> <li>3. To assess Participants capacity to respond to GBV in the workplace.</li> <li>4. To assess Community Facilitator’s facilitation skill level.</li> <li>5. To assess the overall effectiveness of the training.</li> <li>6. To provide a relevant and reliable measurement tool for evaluating the curriculum and the Community Facilitator’s skill level.</li> </ol>
<p><b>HOPEFUL OUTCOMES:</b></p>	<ol style="list-style-type: none"> <li>1. Community Facilitators will gain an in-depth understanding of how various components of the training was received by Participants to measure the level of effectiveness of the training.</li> <li>2. Community Facilitators will gain an in-depth understanding of the level of effectiveness (including strengths and challenges) of their delivery of the training.</li> </ol>
<p><b>DURATION:</b></p>	<p>5 minutes</p>
<p><b>MATERIALS REQUIRED</b></p>	<p>Community Facilitator Manual Community Facilitator Toolkit: Surveys</p>

### DETAILED PROCESS:

1. Community Facilitators will provide evaluation surveys to all Participants.

2. Community Facilitators will inform Participants about the significance of these evaluations and how the data will be collected and used. This includes informing Participants that the collection of statistical data will help in reporting to the funders and in highlighting the impacts of hosting trainings such as this one.
3. Community Facilitators will stress that these surveys/evaluations are anonymous.
4. Community Facilitators will review the surveys with Participants, as needed.
5. Community Facilitators will allow time for Participants to ask questions.
6. Community Facilitators will designate a physical area away from Community Facilitators where Participants can place their completed survey/evaluation (or can offer an online survey option).
7. When all Participants have completed their surveys, Community Facilitators will gather these and place them in a secure location to review at a later date.

### ROOM SET-UP & FORMAT:

- ✚ Tables and/or chairs in a u-shape or circle

### ADDITIONAL NOTES:

*Post-evaluation surveys are anonymous. Please ensure Participants are aware of their anonymity so to encourage honest, candid, sincere feedback.*

*If offering an online survey option, please inform Participants that they survey needs to be completed within 5 business days and follow-up with Participants until all surveys are completed and received.*

*This element of the training is an essential measurement tool for gaining an in-depth understanding into the effectiveness of the training curriculum and Community Facilitator's facilitation style.*

*Remember, we will never facilitate trainings the same way twice and sometimes, our facilitation style may fall short of what we or our Participants had hoped for. That's okay. The beauty in evaluating our teaching style is that we are provided with feedback we can learn from and utilize in ways that feel good, help us improve, and fit well for our unique needs/capabilities/desires.*

## *The Story of The Two Wolves*

*A Grandfather of Cherokee ancestry was gifting his grandson a teaching on life.*

*"A fight is going on inside me," he told the young boy, "a fight between two wolves.*

*The Dark one is evil - he is anger, envy, sorrow, regret, greed, arrogance, self-pity, guilt, resentment, inferiority, lies, false pride, superiority, and ego." He continued, "The Light Wolf is good - he is joy, peace, love, hope, serenity, humility, kindness, benevolence, empathy, generosity, truth, compassion, and faith. The same fight is going on inside you grandson...and inside of every other person on the face of this earth."*

*The grandson ponders this for a moment and then asked, "Grandfather, which wolf will win?"*

*The Grandfather smiled and said, "The one you feed."*

*But this is not the end of the story...*

*The Grandfather continued, explaining how, "if you feed them right, they both win. You see, if I only choose to feed the Light wolf, the Dark wolf will be hiding around every corner waiting for me to become distracted or weak and jump to get the attention he craves. He will always be angry and will always fight the Light wolf. But if I acknowledge him, he is happy and the Light wolf is happy and we all win. For the Dark wolf has many qualities — tenacity, courage, fearlessness, strong-willed and great strategic thinking—that I have need of at times. These are the very things the Light wolf lacks. But the Light wolf has compassion, caring, strength and the ability to recognize what is in the best interest of all."*

*"You see, son, the Light wolf needs the Dark wolf at his side. To feed only one would starve the other and they will become uncontrollable. To feed and care for both means they will serve you well and do nothing that is not a part of something greater, something good, something of life."*

*"Feed them both and there will be no more internal struggle for your attention. And when there is no battle inside, you can listen to the voices of deeper knowing that will guide you in choosing what is right in every circumstance."*

*"Peace, my son, is the Cherokee mission in life. A man or a woman who has peace inside has everything. A man or a woman who is pulled apart by the war inside him or her has nothing. How you choose to interact with the opposing forces within you will determine your life. Starve one or the other or guide them both."*

*Source: <https://www.michelleweimer.com/blog/two-wolves>; <https://www.naticokeindians.org/about/the-tale-of-two-wolves/>; <https://www.salisburypost.com/2015/12/14/which-wolf-are-you-feeding/>*



WITH GRATITUDE,  
THE TRAIN-THE-  
TRAINER WORKSHOP  
AND MATERIALS WERE  
DESIGNED BY THE  
MANITOBA  
ASSOCIATION OF  
WOMEN'S SHELTERS  
(MAWS) WITH SUPPORT  
OF CULTURAL ADVISORS  
AND COMMUNITY  
MEMBERS.

MAWS EXTENDS ITS  
SINCERE APPRECIATION  
FOR ALL THE EYES, EARS,  
HEARTS, MINDS AND  
SPIRITS THAT TOUCHED  
THIS PROJECT.

WE HOPE TO ONE DAY  
RECIPROCATATE THE SAME  
CARE TO THOSE WHO  
GAVE THIS PROJECT THE  
ATTENTION IT NEEDED.

“ATTENTION IS THE  
DOORWAY TO  
GRATITUDE.”

Robin Wall Kimmerer,  
Braiding Sweetgrass



**Providing a unified voice for those affected  
by Gender-Based Violence in Manitoba.**

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