



## Training

### OVERVIEW OF TRAINING PROGRAMMES

Businesses and individuals often struggle to meet their sustainability goals without the proper support. Partner Africa's training programmes are designed to increase capacity, and improve practical knowledge and management skills within companies aiming to enter or improve their presence in international markets.

Our programmes aim to improve the systems, structures and processes required to achieve ethical business goals of international companies with African-

based operations.

Partner Africa offers a range of training programmes that are invaluable to African based companies. Our training programmes cover general ethical trade awareness and compliance to global standards as well as address some of the most common areas of non-compliance. We also offer training in certification processes for Rainforest Alliance and Fairtrade.

#### > Who we work for

- > Global Brands & Retailers
- > Non-Governmental Organisations
- > Donors & Development Agencies
- > Multi-Stakeholder Initiatives
- > Local Suppliers
- > Small-Holder Producers
- > Informal Sector

### PARTICIPATORY APPROACH TO TRAINING

Our training programmes have been designed to transform the traditional classroom setting into an interactive participatory approach.

Our participatory training methodology strengthens peer to peer learning, while considering literacy levels, language, backgrounds, cross cultural settings, tribal differences, factory/farm locations and worker situations.

For these reasons, we invest in and assign local trainers who have the relevant

local knowledge and languages if needed. Partner Africa is also able to provide translators, so that migrant workers can also participate.

Our experience shows that during the workshop or course the trainees tend to undergo a significant change in attitude and approach. This initial change is the first stage in the process, so it is important that we allow this change to happen and are confident that as the workshop or course progresses, participants will

move through this phase when they begin to develop and appreciate a deeper understanding of their potential role in managing development activities.

Some examples of the participatory approaches used in training include: use of energizers, ice breakers, role-playing, case studies, open discussions, and situational activities which incorporate games and scenarios to help trainees better understand a difficult situation.

### COMMITMENT TO POSITIVE CHANGE /CAPACITY BUILDING

In order to help supply chain participants achieve their highest potential, Partner Africa has a long term commitment in undertaking capacity building programmes and activities, which strengthen the skills, knowledge, and behaviours of individuals and other stakeholders across supply chains. By doing this, we aim to

improve our client's systems, structures and operations/practices so that they can competitively achieve their ethical business goals. This enables us to offer a climate in which participants can develop trust and feel accepted, valued and sufficiently confident enough to take responsibility for their own learning potential.

Our programmes therefore address the root causes of issues collaboratively, while providing an environment in which various stakeholders can discuss issues and implement strategies for addressing new issues, resulting in a direct impact as well as long term sustainable change.

**"Since the RA training, our welfare as staff in the factory is taken care of in terms of health, security, payment and treatment at work"**

KTDA Factory employee



Ethical solutions in global trade

## PARTNER AFRICA TRAINING PROGRAMMES

### CURRENT TRAINING MODULES

### REQUIREMENTS AND OPTIONS

<p>&gt; <b>Improved Workplace Communication</b> This is a two-day course that explains the importance of workplace communication and uses experiences from leading ethical suppliers to illustrate mechanisms for improving communication in the workplace. A DVD case study is used to support the training, highlighting how the use of welfare committees can improve communication between management and workers within leading companies. The programme is available in English, Swahili, Afrikaans and Arabic.</p>	<ul style="list-style-type: none"> <li>&gt; 20-25 trainees per 1,000 employees</li> <li>&gt; Participants should be balanced in gender</li> <li>&gt; Worker representatives from all departments are required to attend</li> <li>&gt; A Trainer of Trainers (TOT) / sensitization module is recommended as part of the training</li> <li>&gt; Optional pre and post training assessments to understand the impact of the training sessions</li> <li>&gt; Optional support/follow up visits</li> </ul>
<p>&gt; <b>Promoting Equal Treatment of Workers (Supervisors Skills Training)</b> This groundbreaking package of courses and supporting materials is designed to tackle discrimination in the workplace and promote equal treatment of workers. The programme consists of a two-day course for supervisors and a half-day course for managers and is available in English, Afrikaans and Arabic. All trainers are approved and assessed by the ETI.</p>	<ul style="list-style-type: none"> <li>&gt; 20-25 participants per training</li> <li>&gt; Participants should be balanced in gender</li> <li>&gt; All supervisors from each department are trained</li> <li>&gt; Optional pre and post training assessments to understand the impact</li> <li>&gt; Optional support/follow up visits recommended</li> </ul>
<p>&gt; <b>Management Systems for Compliance</b> This is a modular programme focusing on compliance with the ETI base code. This programme is broken down into various practical ½ day to 1 day modules which support effective implementation of good practices to ensure successful compliance. Individual modules cover employment contracts, payment of wages and overtime, working hours for employees, freedom of association and occupational health and safety awareness.</p>	<ul style="list-style-type: none"> <li>&gt; 20-25 participants per training</li> <li>&gt; Participants should be balanced in gender</li> <li>&gt; Key workers from each department are trained</li> <li>&gt; Choose one or more of the modules depending upon need</li> <li>&gt; Optional needs assessment to understand requirements</li> </ul>
<p>&gt; <b>Ethical Trade Awareness Training</b> The Ethical Trade Awareness training programme is a basic introduction to the key requirements of ethical trade standards and social audits for managers. The programme consists of a one-day course utilising interactive training techniques designed to engage participants.</p>	<ul style="list-style-type: none"> <li>&gt; 20-25 participants per training</li> <li>&gt; Participants should be balanced in gender</li> <li>&gt; Optional support/follow up visits recommended</li> </ul>
<p>&gt; <b>Fairtrade Programmes:</b> <b>Compliance with Fairtrade Requirements</b> Partner Africa is authorised to use FLO materials in the training of producers to meet Fairtrade requirements. We have adapted these materials into a 2-day course that introduces and advises non-certified organised farmers on Fairtrade requirements and the systems needed for certification.</p> <p><b>Fairtrade Joint Body Training</b> All Fairtrade certified producers have to set up a Joint Body made up of workers and management representatives, whose role is to prioritise the use of Fairtrade premiums for projects benefitting farm workers and the wider community. Many Joint Bodies lack the skills to implement these projects, putting their annual certification at risk. Using our many years of experience as a not for profit implementing successful community projects, we have developed a 3-day training course which has proven very successful in empowering Joint Bodies to spend Fairtrade premiums wisely.</p>	<ul style="list-style-type: none"> <li>&gt; 20-25 participants per training</li> <li>&gt; Participants should be balanced in gender All departmental managers and supervisors recommended for the training</li> <li>&gt; Optional sensitization to all workers recommended</li> <li>&gt; Optional pre training assessment recommended</li> <li>&gt; Optional support/follow up visits recommended</li> <li>&gt; 10-30 members per training</li> <li>&gt; Training for key managers recommended</li> <li>&gt; All Joint Body members are trained</li> <li>&gt; Optional support/follow up visits recommended</li> </ul>
<p>&gt; <b>Financial Literacy Training</b> 'MAKE YOUR MONEY COUNT' is a practical introduction to personal financial management skills for workers. This programme explores the relationship between income and spending habits, smart borrowing, saving and investing. The programme consists of a 2-day course utilizing interactive techniques designed to engage participants.</p>	<ul style="list-style-type: none"> <li>&gt; 20-25 participants per training</li> <li>&gt; Participants should be balanced in gender</li> <li>&gt; Training suitable for all workers</li> <li>&gt; A Trainer of Trainers (TOT) / sensitisation module is recommended as part of the training</li> <li>&gt; Optional post training assessments to understand the impact</li> <li>&gt; Optional support/follow up visits</li> </ul>
<p>&gt; <b>Rainforest Alliance Certification Training</b> Partner Africa is a key-implementing partner and facilitates the delivery of all Rainforest Alliance certified training to producers in Kenya, and is able to offer this training to producers in other countries as well. The training guides small producers through all of the elements of the Rainforest Alliance Standard as well as the certification process. Partner Africa has a strong team of Rainforest Alliance approved Trainers.</p>	<ul style="list-style-type: none"> <li>&gt; 25-40 participants per training</li> <li>&gt; Key management staff</li> <li>&gt; 1 lead farmer for every 150 farmers</li> <li>&gt; Participants should be balanced in gender</li> <li>&gt; Board Briefing and Diagnostic Audit Undertaken</li> <li>&gt; 3 follow up visits</li> <li>&gt; Post training planning meetings</li> <li>&gt; 2 support/follow up visits</li> <li>&gt; 1 post training assessment</li> </ul>
<p>&gt; <b>Sedex B Member Training</b> Partner Africa is an accredited Sedex training provider and offers a ½ day certified training course to potential and existing Sedex B members. The training includes a two-hour online demonstration on registration, linking suppliers to customers, completing SAQ and uploading audits and remedial action. We are proud to have licensed trainers in Kenya.</p>	<ul style="list-style-type: none"> <li>&gt; 10-20 participants per training session</li> <li>&gt; Sedex Administrators</li> <li>&gt; Training undertaken by Sedex approved trainers</li> </ul>

