

# Welcome, Introductions, Review of Objectives and Agenda

**Time:** 1 hour

**Materials:**

- Flipcharts and markers
- Printed flipcharts:
  - Introduction Questions
  - Workshop Objectives and Agenda
- Handouts: Workshop Objectives and Agenda

**Activity:**

1. Welcome the group to the workshop. Explain that the IGWG is committed to providing training and information critical to understanding how gender affects our work in reproductive health. Say that the focus of this workshop will be introducing a process for integrating gender into reproductive health and HIV programs.
2. Introduce yourself and explain your role in the workshop. Invite any other facilitators to introduce themselves as well and explain their roles.
3. Divide the group into pairs and ask them to find out the following about each other. Post the questions below on a flipchart and allow participants 10 minutes for discussion.

**Introduction Questions**

- What is your name?
  - Where do you work?
  - For which programs/ projects are you responsible?
  - What is your experience with gender in development?
  - Relate one expectation you have for this workshop.
4. After 10 minutes, ask the pairs to introduce each other briefly to the larger group. Record their expectations on newsprint for use during the agenda/objectives review. As participants introduce themselves, note any similar or unique experiences.
  5. Review the workshop objectives and agenda, referring to prepared flipchart. Direct participants to follow along with their own copy in their folder. Compare participant expectations mentioned in the introductions to the pre-defined objectives and activities. As you discover expectations that fall beyond the scope of the workshop, record them on a flipchart marked "Parking Lot." Explain that you will consult IGWG staff about expectations mentioned here, and where the participant may find information on the topic.
  6. Ask participants if they have any questions about the workshop's objectives and agenda.