



# Organize a workshop for staff

The structure of this workshop is based on the \_\_\_\_\_ designed by HeForShe. The proposal below has been adapted to suit the topic and the audience of the project "Supporting gender equality in multilingual contexts".

This document includes:

1. Guidelines for organizers of the session
2. Guidelines for facilitators of the session
3. Materials for the participants in the session

## Guidelines for organizers

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### **Workshop Objective:**

The goal of this workshop is to raise awareness on the topic and show participants how to apply the [Guidelines for gender-inclusive language](#)



## Guidelines for facilitators

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### Workshop Objective:

The goal of this workshop is to raise awareness on the topic and show participants how to apply the [Guidelines for gender-inclusive language](#) to any communication (oral or written, formal or informal) to make it more gender-inclusive as a way to promote gender equality and eradicate gender bias. The Guidelines are available in the six official languages and have been tailored to each language.

### INTRODUCTION

1. If appropriate for your audience, start with a warm-up activity (see proposals in the [Warm-up](#) section) to break the ice and transition to the topic. Then clarify the terms and concepts involved in “gender-inclusive language” so that participants understand and use them in the same way:  
*e.g., “Using gender-inclusive language means speaking and writing in a way that does not discriminate against a particular sex, social gender or gender identity, and that does not perpetuate gender stereotypes.”*

2. Next, explain how the sa



## PLENARY DISCUSSION

3. Briefly explain the benefits of gender-inclusive language: *“Given the key role of language in shaping cultural and social attitudes, using gender-inclusive language is a powerful way to promote gender equality and eradicate gender bias.”*

4. Write on the board or flip chart, “Gender-biased expressions or expressions that reinforce gender stereotypes” and ask participants to think of examples in their languages.

Some examples in English: *In a manly way. She talks like a woman. That’s women’s work. Men just don’t understand. Delegates are cordially invited to attend with their wives. Men cannot do two things at the same time.*

5. Now write “Gender-inclusive language” and ask them what techniques they could use to make oral or written communication more inclusive.

Some examples in English: Using masculine and feminine pronouns (for example: *When a staff member accepts an offer of employment, he or she must be able to assume that the offer is duly authorized*) . Using plural pronouns (for example: *Before submitting your document, send it to the focal points for their review. Delegates and their partners are invited to the event*).

## SMALL GROUP DISCUSSIONS

1. Split the participants into groups. Make the groups diverse (different backgrounds, departments, job functions and grades) so participants will be exposed to different perspectives. Using the [Questions for discussion](#) below, the group leader should facilitate a discussion on what gender-inclusive language is. Each group should appoint a representative to present the key points of their discussion to the entire team in the next plenary.

2.



## **WRAP-UP and CLOSING REMARKS**

1. One representative per group will share the main ideas of his/her group. Allocate time for the entire group to discuss these ideas and list the most noteworthy.
2. Use the “[Closing remarks](#)” (last page of this document) to close the session. Tailor these remarks as needed to suit the development of the conversations and the outcome(s) of this workshop.
3. End by showing the participants the Gender-inclusive language website, the proposed guidelines in the six languages and the toolbox with further activities and resources on how to apply the recommendations.

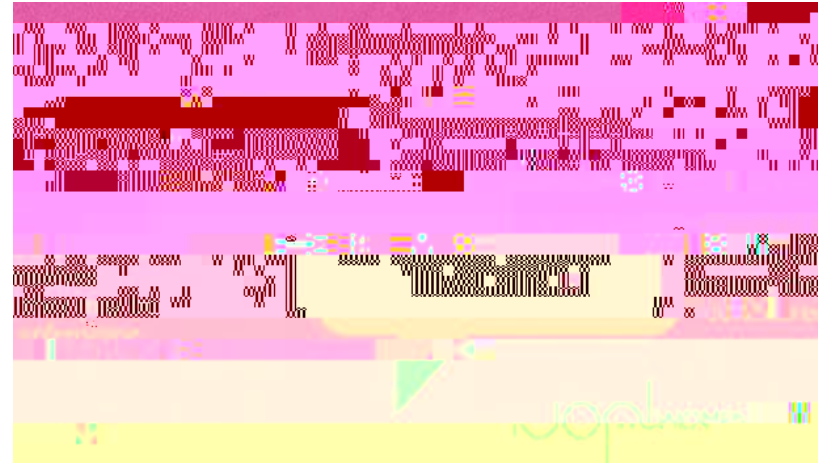
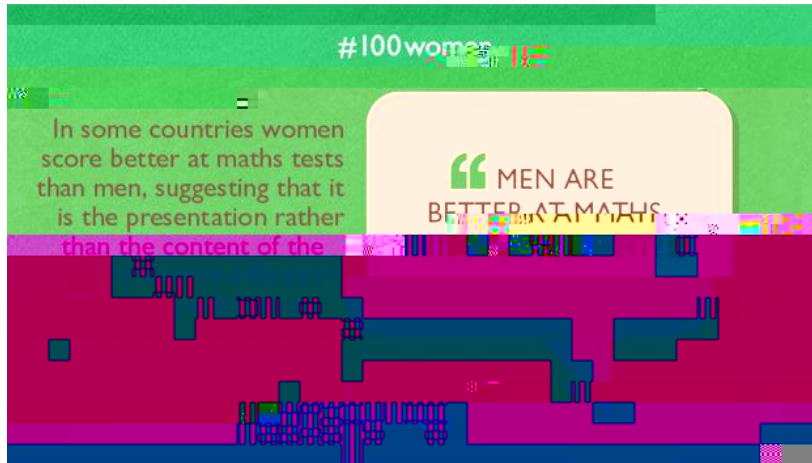
## **END OF SESSION FEEDBACK**

The interagency working group responsible for the Guidelines and the Toolbox would appreciate any feedback from organizers and facilitators to improve the proposed workshop. Please share any examples of communication or actions proposed by the participants to help build a bank of ideas and resources for future sessions. Please contact us through the gender-inclusive website’s “Contact and feedback” page.



## Warm-up

If appropriate for your audience, start with a warm-up activity. When talking about “gender-inclusive language”, it’s important that all participants feel comfortable and engaged. You can find relevant resources here: <https://www.bbc.com/news/science-environment-34910954>.



## Questions for discussion (version for the facilitator)

Share the following questions with the participants:

- Would you like to share any personal examples regarding communications at the workplace that involved the inclusion or exclusion of a gender?
- Can you share any initiatives your manager has taken to create an enabling work environment for all staff, regardless of their gender?
- Have you ever noticed yourself using non-inclusive language regarding gender? Can you give any examples?
- How can using gender-inclusive language have a positive impact in the work environment?





## Workshop for staff: *What is gender-inclusive language?* (participants)

### Goal

This 1h workshop is designed for all staff in the UN system. The goal is to raise awareness on the topic and show participants how to apply the [Guidelines for gender-inclusive language](#) in any communication (oral, written, formal, informal) to make it more gender-inclusive. The guidelines are available in the six UN official languages.

After this workshop, participants should understand what gender-inclusive language means and what the difference is between “making gender visible” in a communication and “keeping it gender-neutral”.

### Time frame

1h





