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Introduction

This manual is intended for use by those who will assist officials of Ministries and Departments of Government of India in taking forward Gender Budgeting (GB). The manual is intended as a companion volume to the Gender Budgeting Handbook for Government of India Ministries & Departments (hereafter 'the Handbook') which has been prepared for the officials themselves. This manual describes exercises and presentations that can be used in training and mentoring of officials. It is accompanied by a cd-rom that contains the PowerPoint presentations, handouts and evaluation forms discussed in this manual.

The manual draws heavily on the training of trainers workshop held on 30 October - 1 November 2007 at the Indian Institute of Public Administration under the auspices of the Ministry of Women and Child Development, with support from the United Nations Development Programme, United Nations Development Fund for Women and IFES. The manual should be read in conjunction with the report from that workshop as many of the presentations and exercises described here were tested there. We also take this opportunity to thank all participants in the workshop for their active participation and suggestions. A thank you is also due to the various participants at the workshop, whose presentations form the basis for the presentations described in this manual.

The manual begins with a short session that provides general tips on training. This is followed by the main body of the manual, which describes different sessions which could be included in a workshop or mentoring session. A single workshop is unlikely to include all the sessions described here, and on the other hand, a particular workshop may well include sessions that are not described here. The sections below are thus intended as ideas that can be used to 'pick-and-mix' in a manner that a facilitator-trainer will choose those sessions that are most appropriate for a particular audience, purpose and time, and adjust them as appropriate. A later section of this manual makes suggestions as to the sessions one might want to include in a particular type of training or mentoring event but, as always, these are intended as suggestions rather than prescriptions.