

10 Planning action

The aim of this action guide has been to provide practical material to help people understand the links between trade and gender, poverty and development, and then to take action. It has aimed to make trade policy makers aware of the implications of gender issues; to integrate gender analysis into policy formulation; to sensitise export promotion officials to the need to integrate gender in all strategies; and to present options on ways in which women producers and workers can take advantage of new economic opportunities on more favourable terms.

In Unit 1 Getting started you defined your objectives and drew up a plan for working through the action guide. By now you should have added to your knowledge and understanding, related what you have learned to your own context and developed some practical tools. This unit will bring together what you have learned in an action plan that will help you move forward. It will help you to:

- develop an action plan
- plan reviews of your progress
- *reflect on your learning from the action guide.*

In this unit

Developing an action plan
Reviewing progress
Reflection

Developing an action plan

This activity asks you to apply the action guide learning to your main task in relation to trade and gender, as identified in Unit 1 Getting started. It reviews your planning in the light of what you have learned since. Look back at the first activity in the action guide (Activity 1.1: Defining the task) and refine and revise what you wrote there.

Activity 10.1: Planning for action



Your task What is your task in relation to trade and gender?

Purpose Why are you doing this? What do you plan to achieve?

Steps What steps can you break the task down into? What are your priorities?

Timeframe How long have you got?

Completion date?

Time (in hours/ working days) for task?

Who else is involved? E.g.,

- manager
- colleagues/ team
- staff
- client group/ audience
- networks

What are the gaps? What do you need in order to do the task that you don't yet have? E.g.,

- people
- information
- equipment/ resources
- skills
- other

How will you get them?

How will you know if you have succeeded in your task?

Next steps you will take over the next month to get started on the task?

Reviewing progress

To follow up your action plan, think of ways in which you can monitor your progress and evaluate and review your work. Questions to consider:

- Why will you review your work? (e.g., to report back, to check progress, to improve)
- When do you need to review progress? (e.g., after 1, 3, 6 and 12 months)
- What will you review? (e.g., what are the interim steps and how will you measure what you have achieved?)
- Who else will be involved? (e.g., self-evaluation, team effort, peer review, manager, formal human resources/ managerial appraisal systems)
- How will you carry out the review? (e.g., personal reflection, more formal evaluation following organisational monitoring/ evaluation systems)
- What kind of action do you expect to take as a result of the review? (e.g., revise plan, decide whether or not to continue).



Activity 10.2: Reviewing the plan

Why?

When?

What?

Who involved?

How?

Diary dates: write the review dates in your diary now.

Action?

Reflection

Finally, here is a chance to reflect on your learning from the action guide and how you can apply it to your task. Look back at Unit 1 Getting started and review your learning action plan at the end of that unit.

Activity 10.3: Reflecting on learning



What happened?

- What did you hope to get from the action guide?
- Which units did you work through?
- What did you learn?
- Did you meet your objectives?

How did you feel?

- What went well with your learning?
- What went less well?
- How did it compare with your expectations?

What could you have done differently?

- Approached the learning or task in a different way?
- Organised the timing differently?

What will you do differently another time?

And finally:

What will you do next to follow up on your learning?

Things you could do next

- Do further work following on from the action guide (e.g., further activities, work-based research or investigation, talking to colleagues); look back at the units and see if there are things you intended to do; work through units you left out first time round.
- Do more reading and research; look back and see if there are resources you identified.
- Do further training and development; do you plan more professional development?
- Fill in the feedback sheet to complete your reflection.



- Use the activities in this unit for collective reflection and planning. Agree who will do what and set dates for follow up.
- Ask participants to complete feedback sheet as part of this reflection and planning.

Unit review

Here is a final end-of-unit review for you to assess whether you have met the learning objectives. This unit has covered the following main points:

- reviewing your planning in the light of what you have learned since Unit 1
- building in plans for self-monitoring, evaluation and review
- a process for reflection.

To recap, the learning objectives for the unit were to:

- develop an action plan for what you hope to achieve in relation to trade and gender
- plan reviews of your progress
- reflect on your learning from the action guide.

Now you have come to the end of the action guide, we hope you will be able to move forward with greater confidence to fulfil your aims in relation to trade and gender.

TRADE AND GENDER ACTION GUIDE

Feedback sheet

Your name and organisation (optional)

What were your objectives in using the action guide?

How well did the action guide meet your objectives?

How do you intend to put what you have learned into practice?

Which parts of the action guide did you use?

Which parts did you find most useful?

Which parts (if any) were not useful?

Suggestions for improving the action guide

Any other comments

Thank you for your feedback.

Please photocopy and return this sheet to Advisor, Gender, Poverty Eradication and Economic Empowerment Programmes, Gender Section, STPD, Commonwealth Secretariat, Marlborough House, Pall Mall, London SW1 5HX, United Kingdom.