BETTER WORK

Offers training for all levels in the factory:

- Management
- Supervisors
- Workers

The Training Curriculum is:

- Garment industry specific
- Tailored to learners
- Provides sustainable solutions to non-compliances
- Promotes effective workplace cooperation
WORKPLACE COOPERATION

Description:
This training will improve factory management and workers’ understanding of dialogue based problem solving

Content:
• Importance of good communication
• Effective forms of workplace communication
• Dispute resolution procedures
• Grievance procedures
• Collective Bargaining Agreements

Class size: Maximum 25 participants
Duration: 2 days
Offered in: Cambodia, Vietnam
HUMAN RESOURCE MANAGEMENT

Description:
The course Identify gaps in current and future HR needs, describe the components of an effective HR system and the relationship between productivity and good HR management and implements structured procedures and policies that support an effective HR system.

Content:
• Recruitment procedures
• Induction procedures
• Standardize recording systems (hour, leave, pay)
• Discipline procedures
• Dismissal procedures
• Non-discrimination policy

Class size: Maximum 25 participants
Duration: 5 days (split to 2+1+2 modules)
Offered in: Cambodia, Vietnam, Jordan, Lesotho
OCCUPATIONAL SAFETY & HEALTH

Description:
This training emphasizes a preventive approach to improve conditions of health and safety inside factories.

Content:
- Systems approach to creating an OSH policy
- Role of OSH committees
- Specific issues in the workplace:
  - Temperature/ventilation
  - Noise
  - Lightning
  - Chemical hazards
  - Machine guards
  - Fire and electrical safety
- Checklist and risk mapping

Class size: Maximum 25 participants

Duration: 2 days

Offered in: Cambodia, Vietnam, Jordan, Lesotho, Indonesia
TOT FOR HR-MANAGERS ON WORKER INDUCTION

Description:
Aims at improving training competencies of apparel factories in inducting new workers. Built on 7 interactive lessons, the objectives are to understand the importance of a workers induction by providing the trainers of factories with participatory training skills.

Content:
- Before the job, starting the job (contract, wages etc)
- On the job (pay, vacation, deduction etc)
- The right to organize
- Safe and health practices in the workplace
- Harassment and discrimination
- Child labor and forced labour

Class size: Maximum 25 participants

Duration: 2 days

Offered in: Cambodia, Vietnam
Description:
This training course enables participants to learn negotiation techniques to solve issues between stakeholders.

Content:
• Effective negotiations
• Types of negotiators
• Dealing with, and working through negative emotions and situations
• Negotiation procedure and steps
• Practice

Class size: Maximum 25 participants
Duration: 2 days
Offered in: Cambodia, Vietnam
SUPERVISORY SKILLS

Description:
This training course enables participants to gain valuable leadership and management skills to further enhance dialogue between the company and its employees

Content:
- How to be a professional supervisor
- Building good relationships
- Influencing skills
- Managing people
- Videotaped practice

Class size: Maximum 25 participants
Duration: 4 days (split into 2 x 2 day modules)
Offered in: Cambodia, Vietnam, Lesotho, Jordan, Nicaragua (Haiti and Indonesia by March 2013)
PREVENTING AND ADDRESSING SEXUAL HARASSMENT

Description:

A Kit for enterprises on how to prevent and address sexual harassment. It consists of a model policy, posters, brochures, and training courses as described below.

Steps of BW project implementation:

1. The PICC reviews and implements the sexual harassment policy with support of BW EAs

2. Training for Middle Management:

Information is provided to help middle managers to address sexual harassment, including information on how to conduct interviews, impartial investigation tactics, and confidentiality issues.

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3. Training for Supervisors:
Focuses on rights and responsibilities. Information is provided to help supervisors protect their workers from sexual harassment and avoid indecent behaviour themselves. The training includes a step by step guide on how to proceed with allegations of sexual harassment.

4. Training for Workers:
Focuses on rights and responsibilities regarding sexual harassment for workers. Workers are provided information on how to prevent and address sexual harassment as well as contacts for local referrals and hotlines for help in such matters.

- Campaign materials will be posted in the factory throughout the project

Duration: 3-6 months project with regular interventions

Offered in: Jordan, (in Indonesia and Haiti shortly)
WORKER TRAINING – SOAP OPERAS

Description:
These trainings aims at increasing workers understanding of their rights and responsibilities at work and factory related life skills.

Content:

• Soap Opera and Comic books:
  1. Grievance handling
  2. Dispute resolution and legal strikes
  3. Stealing
  4. Occupational Safety and Health (OSH)
  5. Underage workers
  6. Working mothers and breast feeding
  7. Life skills - adjusting from rural to urban lifestyles
  8. Overtime - managing working time effectively

Class size: No limit

Duration: 1 hour per episode

Offered in: Cambodia (all episodes), Vietnam (episode 1-4)
WORKER TRAINING – CLASS ROOM

Description:
These training courses aims at increasing workers understanding of their rights and responsibilities at work and factory related life skills

Content:
• OSH awareness training
• Financial Literacy
• Introduction to HIV and AIDS
• Maternal Health
• Rights and Responsibilities at work
• Introduction to Workplace Communication
• Nutrition

Class size: 25 participants
Duration: 1 to 3 hours
Offered in: Cambodia, Vietnam, Nicaragua, Lesotho, Haiti, Jordan