Fife Centre for Equalities
Annual Training Evaluation Report
April 2018 to March 2019
Introduction

Fife Centre for Equalities (FCE), funded by Fife Council, started in 2014 with the vision to inspire and enable everyone we work with to take action that makes Fife a more equal, fairer place to live, work and study.

FCE’s mission is to develop a harmonised approach to build a collective voice to champion equality, diversity, inclusion and social justice.

Our values are to work with honesty, integrity, respect and transparency, and strive to demonstrate a fully inclusive approach in everything we do. We want everyone we work with to share these values in the belief that they will help make Fife a fairer and more equal place.

FCE has five strategic outcomes, they are:

1. Individuals feel respected, safe and have the freedom to lead a fulfilling life where they live, work or study.
2. Individuals and groups feel better connected and are able to contribute to public policy and the planning and delivery of local services.
3. Groups, whether already established or just getting started, have the tools they need to engage with their local community in a positive and inclusive way.
4. Third, public and private sector organisations demonstrate best practice in equality, diversity and inclusion.
5. FCE is recognized as a centre of excellence for championing equality, diversity and social justice.

Offering training opportunities is one of the methods that help us to achieve our Strategic Outcome Three.

Under our service level agreement with Fife Council, FCE is committed to assist with Plan for Fife’s Inclusive Growth and Jobs by providing training, guidance and support to private, public and third sector organisations to help improve their employment and service delivery services.

Our courses are planned and developed by FCE’s Manager, Development Officer and Engagement Officer.
From April 2018 to March 2019, FCE developed and delivered twelve training courses. Below is a table of the learning outcomes of each course:

<table>
<thead>
<tr>
<th>Date and Course Title</th>
<th>Learning Outcomes</th>
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</table>
| **12 April 2018**
Equality and Inclusion – Glen Housing Association                                     | • Better knowledge of Equality Act 2010;
• Better appreciation of a person-centred approach;
• Being more confident in complying with the Act underpinned by organisational values and ethos;
• Being more creative in engaging and integrating people of different protected characteristics as part of governance, a workforce or as customers/users. |
| **02 May 2018**
Lunchtime Equality Workshop: GDPR and Equal Opportunities Monitoring                  | • Better understanding of Personal Information and Special Category (Equality) Data and their implications under GDPR
• Better understanding of Equal Opportunity Monitoring for data and user categories: Employees, Job Candidates, Volunteers and Service Users
• Increased knowledge on data collection and practice to maintain both anonymity and Equal Opportunity monitoring. |
| **20 June 2018**
Inclusion Fundamentals                                                                  | • Better understanding of the functions of Fife Centre for Equalities
• Better knowledge of Equality Act 2010
• Better application of diversity and inclusion as part of organisational development or service delivery
• Being more confident in developing equality outcome |
| **11 July 2018**
Lunchtime Equality Workshop: Fairness and Age                                           | • Increased awareness of ageism and aged-based stereotyping messages present in the media
• Better understanding of intra-generational and inter-generational types of inequality
• Increased knowledge of known impacts of age and protected characteristics |
| **13 August 2018**
Equality Pathfinders - Active Fife                                                      | • Better team understanding of ethos and values of equality in practice;
• Better knowledge of bias and different types of barriers;
• Increased collaboration to address inequality;
• Individual and team action planning. |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 September 2018</td>
<td>Inclusive Communication</td>
<td>• Better understanding of ethos and values of inclusive communication.</td>
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<tr>
<td></td>
<td></td>
<td>• Increased awareness and ability to identify communication barriers.</td>
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<tr>
<td></td>
<td></td>
<td>• Better knowledge of different type of inclusive communication.</td>
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<td></td>
<td></td>
<td>• Being confident in applying inclusive communication in the workplace.</td>
</tr>
<tr>
<td>03 October 2018</td>
<td>Lunchtime Workshop: Barriers to making use of the Equality Act 2010</td>
<td>• Increased knowledge of Equality Act 2010 and Human Rights 1998 and challenges in applying as an organisation and as an individual</td>
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<tr>
<td></td>
<td></td>
<td>• Discussions contributed to UK Parliamentary inquiry into the enforcement of the Equality Act 2010</td>
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<tr>
<td>25 October 2018</td>
<td>Understanding Diversity – Health Promotion Service Training Programme</td>
<td>• Increased knowledge of the diverse nature of the population of Fife</td>
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<tr>
<td></td>
<td></td>
<td>• Increased understanding of the Equality Act 2010 and what this may mean in practice</td>
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<tr>
<td></td>
<td></td>
<td>• Considered creative approaches to improving engagement with people with diverse needs</td>
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<tr>
<td></td>
<td></td>
<td>• Considered good practice in providing an inclusive service.</td>
</tr>
<tr>
<td>07 November 2018</td>
<td>Understanding Gender Identity - Youth First Members</td>
<td>• Better understanding of the factors that contribute to unconscious bias</td>
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<tr>
<td></td>
<td></td>
<td>• Better awareness of gender identity terminology and how young people use them</td>
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<tr>
<td></td>
<td></td>
<td>• More confident in supporting young people with non-traditional gender identities</td>
</tr>
<tr>
<td>12 December 2018</td>
<td>Understanding Equality and Inclusion - Fife College Students</td>
<td>• Better understanding of the factors that contribute to unconscious bias</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Better awareness of the Equality Act 2010 and how this applies in a workplace;</td>
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<tr>
<td></td>
<td></td>
<td>• More confident in developing inclusive approaches in personal career path.</td>
</tr>
<tr>
<td>12 February 2019</td>
<td>Overcoming Unconscious Bias</td>
<td>• Better awareness of the impact of unconscious bias in the workplace.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Better knowledge of the Equality Act 2010 and its relevance to unconscious bias</td>
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<tr>
<td></td>
<td></td>
<td>• Better understanding of tools and strategies in tackling unconscious bias</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Being confident in tackling unconscious bias in the workplace.</td>
</tr>
</tbody>
</table>
### 07 March 2019
Understanding Diversity – Health Promotion Service
Training Programme

- Increased knowledge of the diverse nature of the population of Fife
- Increased understanding of the Equality Act 2010 and what this may mean in practice
- Considered creative approaches to improving engagement with people with diverse needs
- Considered good practice in providing an inclusive service.

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### Participants
114 people attended our training courses.

<table>
<thead>
<tr>
<th>Sex or Gender</th>
<th>64% are females, 35% are males and 1% is other. 1% have undergone, undergoing or intend to undergo gender reassignment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>11% are under the age of 25, 35% aged 25 to 39, 29% aged 40 to 54 and 25% aged 55 and above. The youngest participant is 15 and the oldest is 72.</td>
</tr>
<tr>
<td>Disability</td>
<td>22% have a health condition or disability.</td>
</tr>
<tr>
<td>Race</td>
<td>81% are Scottish, 2% are Irish, 10% are Other British, 3.5% are Other White Background and 3.5% are Mixed Background.</td>
</tr>
<tr>
<td>Religion or Belief</td>
<td>17% are Church Scotland, 8% are Christianity Other, 9% are Roman Catholic, 2.5% are Buddhism, 61% have no religion and 2.5% are other.</td>
</tr>
<tr>
<td>Sexual Orientation</td>
<td>87% are heterosexual/straight, 5% are lesbian/gay women, 4% are bisexual, 3% are gay men and 1% are other.</td>
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<tr>
<td>Caring Responsibilities</td>
<td>10% have caring responsibilities. For those who have caring responsibilities, 40% have caring responsibilities for disabled adult, 20% for disabled child, 30% for older persona and 10% for other.</td>
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<tr>
<td>Marital Status</td>
<td>49% are married, 2% are in civil partnership, 4% are living with partner, 26% are single, 4% are divorced, 1% are separated 6% are widowed and 8% are other.</td>
</tr>
<tr>
<td>Employment Status</td>
<td>69% are employed full-time, 17.5% are employed part-time, 4% are in further/higher education, 4% are self-employed, 1.5% are seeking work and 4% are other.</td>
</tr>
</tbody>
</table>
Overall Feedback

Was the information you received today helpful?

- 5 out of 5: 56%
- 4 out of 5: 38%
- 3 out of 5: 6%
- 2 out of 5: 0%
- 1 out of 5: 0%

Was all the information presented clearly?

- 5 out of 5: 60%
- 4 out of 5: 34%
- 3 out of 5: 6%
- 2 out of 5: 0%
- 1 out of 5: 0%
Were all queries answered sufficiently?

<table>
<thead>
<tr>
<th>5 out of 5</th>
<th>4 out of 5</th>
<th>3 out of 5</th>
<th>2 out of 5</th>
<th>1 out of 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>35%</td>
<td>5%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Percentage of Participants

Was the workshop totally accessible to you?

<table>
<thead>
<tr>
<th>5 out of 5</th>
<th>4 out of 5</th>
<th>3 out of 5</th>
<th>2 out of 5</th>
<th>1 out of 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18%</td>
<td>2%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Percentage of Participants
Equality and Inclusion – Glen Housing Association
12 April 2018

Programme

09:45 Introduction and expectations
10:00 Flag Game
10:05 My precious
10:20 Roles and Responsibilities of FCE and Equality Act 2010
10:45 Equality Quiz
11:15 Break
11:30 Organisational Values and Ethos
12:00 Potential Barriers & Solutions
12:30 Evaluation
12:45 End of Session

How will you use today’s learning in your role?

“Continue to practise the values of the Association taking into account Equality, Diversity and Social Justice in everyday tasks”

“Help to ensure we have appropriate policies and procedures in place within the organisation”

“I understand the Equality Act better and can take it into account in my day to day activities”
Lunchtime Equality Workshop: GDPR and Equal Opportunities Monitoring
02 May 2018

Programme

12:00 Welcome and introductions
12:10 Equality Data 101:
   - Distinguishing between Personal Information and Special Category Data
12:30 GDPR Overview
12:45 Equal Opportunity Monitoring Categories:
   - Employees, Job Candidates, Volunteers and Service Users
13:15 Applying GDPR and Equal Opportunity Monitoring:
   - Troubleshooting for Organisations
13:30 End of Session

How will you use today’s learning in your role?

“Wasn’t sure about data on employers, volunteers and service users, just getting my head around it now but all seems good”

“Make sure to apply to our small database of volunteers and also a few people considered to be vulnerable in the event of an emergency, such as the appalling snow we had recently”

“Thank you for your comprehensive write up, I enjoyed today.”
Inclusion Fundamentals
20 June 2018

Programme

09:30  Tea & Coffee
10:00  Introduction and Expectation
10:15  ‘My Precious’ – ice breaker
10:30  Practice Listening – small group exercise
11:15  Roles and Functions of Fife Centre for Equalities – presentation
11:30  Myths about Inclusive Services – group exercise
12:00  Equality Act 2010 – how is this relevant to me? – presentation
12:30  Lunch
13:30  Understanding Equality Impact Assessment
15:00  Reasons for inaction – group discussion
15:30  Identify three priorities – personal exercise
15:45  Evaluation
16:00  Close

How will you use today’s learning in your role?

Small group very helpful in focussing discussions

Some of the ideas and theoretical background I found rather vague and difficult to tangibly grasp (but this is possibly more to do with the legislation itself than the workshop/presentation)

Do you have any suggestions or other comments?

I may need a one-to-one to clarify the practical applications (if any) of EIAs etc in the finance and Administration Officer role

Do you have any workshop topic or theme requests?

Use EIA more and give greater time to this

To inform strategic planning and practice

Update equal opps delivery to clients. Start the process of equality assessment.

I will take the requirements of the Equality Act and Equality Duty into consideration when developing policies and procedures, using EIAs if required and appropriate
Lunchtime Equality Workshop: Fairness and Age
11 July 2018

Programme

12:00 Welcome and introductions
12:10 Equality Data 101: Distinguishing between Personal Information and Special Category Data
12:30 GDPR Overview
12:45 Equal Opportunity Monitoring Categories: Employees, Job Candidates, Volunteers and Service Users
13:15 Applying GDPR and Equal Opportunity Monitoring: Troubleshooting for Organisations
13:30 End of Session

How will you use today’s learning in your role?

“Absolutely. Service delivery, volunteer recruitment, client referrals etc.”

“May have speakers from other involved organisations.”

“This will assist me through looking at intergeneration roles I will have when I set up projects in the future in my current role.”

“I realise the importance of individuals in orgs promoting intergenerational work on a small or large scale.”

“Be more aware of the intergenerational aspect; and intragenerational issues.”

“Share information with others to raise awareness and direct future projects.”

Do you have any workshop topic or theme requests?

Loneliness workshop.

Thank you for forwarding all the information, there was so much to process on the day. I appreciated the opportunity to re-read it, and I must reiterate that I felt the presentation, which you gave, was excellent. Presented in an easy to understand way and translatable to others.

Thank you. Please mark me down for any other workshops which you may have in the future.

The workshop was very interesting and should enable more collaboration between agencies. I will to read your papers as soon as I can.

Open Feedback:

Very informative, interesting. Great to get out at lunchtime and do something/learn something to get away from desk. Thank-you.
Equality Pathfinders - Active Fife
13 August 2018

Programme

08:45  Registration
09:00  Introduction and Expectations
09:10  Icebreaker
09:30  Understanding Unconscious Bias
10:00  Equality Dilemmas
10:30  Comfort Break
10:45  How Diverse is Fife? Quiz
11:15  Usual Suspects, Unusual Suspects
11:45  Building Inclusive Communications
12:15  Lunch
13:00  Equality Case Studies
13:45  Equality Challenges
14:15  Comfort Break
14:30  Action Planning - Team
15:30  Action Planning – Personal
15:45  Evaluation
16:00  Close

How will you use today’s learning in your role?

Consider alternative solutions, challenge the norm.

Will make a point when planning programmes or projects that they are equitable and open to all parties involved.

Consider current practice and specifically relate learning to key priorities: young people, training, hard to reach groups participation.

To question my practice and change it if needed.

To think further about recruitment of young leaders and how to target more applicants from males.

To discuss equality with young people/coaches/volunteers

It will influence the training and deliver to my young leaders and also the discussions with them and PE staff around equality issues.

Making better informed decisions

I will apply this to my training that I deliver to volunteers.

More careful consideration to process and decision making across all areas.

Pass information and relay to young people.

Take a more considerate approach when working with hard to reach groups.

Consider more inclusive methods towards recruiting young leaders.
Think about how inclusive my current and future programmes actually are.

Work on more targeted programmes.

To increase targeted provision and work to benefit pupils who truly need it

Follow personal action plan

Do you have any suggestions or other comments?

Workbooks are a good resource to use and take away, tables at start were interactive, less so in afternoon but it would have been good to have a little more interaction in afternoon.

Intro to ice breaker followed by time to think before answering.

Ice breaker could have been done/approached differently.

Time to think about the answer for the icebreaker

Presenters work well together. Getting information knowledge transferred.

Half day.

If possible, reduce length of discussions to ensure progression of topics quicker

Slightly more specific to organisations’ needs and practical examples of implementation.

Excellent delivery on a worthwhile topic. Much of the information is already held by the group so it may be better suited to a half day delivery.

Thanks. Excellent workshop.

Thanks Nina + Elric

Increase the practical side of the workshop -less sedentary

Do you have any workshop topic or theme requests?

Videos/examples of good practice

Examples of equality success (in education/sport)
Inclusive Communication
26 September 2018

Programme

09:30  Registration
09:45  Introduction
10:00  Lost in translation – ice breaker
10:30  Why inclusive communication matters?
10:45  Organisational ethos and values
11:00  Break
11:30  Range of communication barriers
12:00  Personal experience of negative communication
12:30  Lunch
13:30  Inclusive communication tools
14:00  Personal experience of positive communication
14:30  Break
14:45  Develop an inclusive communication practice
15:15  Sharing practices
15:45  Evaluation
16:00  Close

How will you use today’s learning in your role?

Think about how I present info and the words I use. Take away the ways I can communicate with people with different needs.

Need to upskill myself on this so I can update staff. Look at more apps that might help with our work. Consider future training for team and CUP.

Will use the information specifically in a piece of work around health literacy, and generally in day to day life. I will refer to the booklet for any information and to ask questions of what I can do to improve.

Do you have any suggestions or other comments?

More interactive Very good course. Really interesting and informative day.

Do you have any workshop topic or theme requests?

LGBT+ Interactions Not at present. Thanks for a good day of learning

Not at the moment, maybe in the future.
Programme

12:00 Welcome and introductions
12:10 Barriers to equality: when does the Equality Act 2010 help?
12:30 How to use or enforce equality law – personally
12:45 How to use equality law – as an organisation
13:00 Who holds what rights, where and when?
13:30 End of Session

How will you use today’s learning in your role?

“Encourage more service users to take part in the inquiry”

“Monitor more regularly when discrimination issues are reported but unsuccessful in resolving or dealing with satisfactorily”

“Improve hate crime and incident reporting”

Do you have any workshop topic or theme requests?

Use of Equality Act 2010 and Human Rights Act 1998 for people with learning disability and mental health conditions
Understanding Diversity – Health Promotion Service Training Programme
25 October 2018

Programme

09:30 Welcome and Expectations
09:45 My precious
10:00 Flag Game
10:10 Equality Quiz
10:30 Comfort break
10:45 Discussion cards
11:30 Equality Act 2010 – how is this relevant to me?
12:00 Potential Barriers and Solutions
12:50 Evaluation
12:30 End of Session

How will you use today’s learning in your role?

Know what’s legal
Improve workplace
To be more aware of differences
I will think more before acting
Excellent Course. Will use in my practice. Feel much more confident
In my everyday support to service users
In my practise
In my day to day practice

I will be more aware of discrimination issues within my practice
It will help to understand how people perceive things different from you
Day to day working practices
To improve my working practice in my career
With colleagues and service users
2010 Act - awareness

Do you have any suggestions or other comments?

Make this an all-day course
Needs 4 hours as debates had to be cut short
Longer

Is good Course
Signposting to additional information to be able to be culturally sensitive to minority groups
Do you have any workshop topic or theme requests?

- Anything that helps my job
- Interested in unconscious bias Course
- Will look at the electronic stuff to see if I can see anything further

Open Feedback:

- Really good Course enjoyed it
- Very interesting and useful learning.
Understanding Gender Identity - Youth First Members
07 November 2018

Programme

18:00  Introduction and Expectations
18:10  Flag Test
18:20  My Honest Opinions
18:40  What is unconscious bias?
19:00  Gender Identity
19:30  Comfort Break
19:45  Scenarios
20:15  Action Planning
20:45  Evaluation
21:00  Close

How will you use today's learning in your role?

To support the YP I work with more effectively.

Will use it to spread knowledge and understanding.

I will certainly be more aware of the issues.

Be more careful/inclusive with language used s/he/they etc.

Be more aware.

I will be able to understand and support a YP if this situation was to arise.

Very informative. Excellent workbook provided.

Discuss with team and review current practice.

To be more inclusive and mindful when working with individuals. Not to assume!

Educating all the others at work. Open a group for parents, carer, grandparents etc.

A better understanding of how to educate people on the subject of gender identity.

In my workplace.

Do you have any suggestions or other comments?

Great mix of activities/information/discussion.

Please can we have more sessions please.

Maybe use more visual examples? videos etc.

Do it again please!

Loved it and hope to work more with you.

very well done and enjoyable.

The training was good and very informative.
Do you have any workshop topic or theme requests?

More of this!

Open Feedback:

Thank you! Your workshop was amazing and full of information.

Very informative and worthwhile session.
Speakers very knowledgeable in area.
Increased my knowledge and awareness greatly. Thank you.

Thank you! A really interesting topic. I will do more reading to inform my practice. A complex topic explained well.

Great training - very eye opening and helpful for my role. I need more of this. Thank you both.

Great course friendly and chilled. Only thing I would say was the computer video clip it went very quick and print small. Pat however did say it was cut down. Venue was good plenty biscuits, tea and coffee etc.
Programme

14:00  Introduction and Expectations
14:10  My Honest Opinions
14:30  Equality Quiz
14:40  Discussion Cards
15:00  Equality Act 2010 – how is this relevant to me?
15:30  Personal Career Path – how to incorporate equality and inclusion?
15:50  Evaluation
16:00  Workshop Ends

How will you use today’s learning in your role?

Yeah
Not Sure
Equality

Treat everyone is the same

Discuss Equality and inclusion within a classroom session should the need arise

Open Feedback:

Excellent workshop provided to the group that will be beneficial to them after leaving school and going into further education and or employment.
Overcoming Unconscious Bias
12 February 2019

Programme

9:30  Registration
9:45  Introduction and Expectations
10:00 Ice Breaker – My Precious
10:15 Group Exercise – My Honest Opinions
10:45 Presentation – Dissection of Unconscious Bias
11:15 Break
11:30 Group Exercise – Acceptable and Unacceptable Unconscious Bias
12:00 Presentation – Equality Act 2010
12:30 Lunch
13:30 Individual Exercise – Equality Quiz
14:00 Small Group Exercise – Impacts of Unconscious Bias in the Workplace
14:20 Small Group Exercise – Suggestions on Managing Unconscious Bias
14:45 Break
15:00 Presentation – Effective Tools
15:30 Individual Exercise – Personal Action Plan
15:45 Evaluation
16:00 Workshop Ends

How will you use today’s learning in your role?

Creating plans both short and long term to tackle bias and treat all staff equally.
Ensure service and workplace are sb free
Challenge colleagues and managers
I feel more confident and equipped to challenge bias
Become more aware of unconscious bias.
Challenge people. More aware and regret any situations

Do you have any workshop topic or theme requests?

Tests on how to recognise biases

Open Feedback:

Excellent workshop provided to the group that will be beneficial to them after leaving school and going into further education and or employment.
It was great to have such an open and friendly group to allow for such productive discussion.

Enjoyed session, lots of open discussion, learned from others’ experiences, nice bunch of people

Great group. Totally engaged in the session where I was able to see other perspective. 10/10
Understanding Diversity – Health Promotion Service Training Programme
07 March 2019

Programme

13:30 Welcome and Expectations
13:45 My precious
14:00 Flag Game
14:10 Equality Quiz
14:30 Comfort break
14:45 Discussion cards
15:15 Equality Act 2010:
   – how is this relevant to me?
15:45 Potential Barriers and Solutions
16:15 Evaluation
16:30 End of Session

How will you use today's learning in your role?

Help towards understanding
Equality Act info was useful, good insight and knowledge to take back to the workplace.

Reinforce my current skills, challenge discrimination with confidence
Explain all about the information I have been given to give to my Coordinator.

Take back the information to my team and managers.

Help understand equalities for my service user.

To improve organisations diversity

More awareness of Equality Act.

Do you have any suggestions or other comments?

More information on location prior to course
Course could be longer, having more time on subject.

Closer venue maybe Kirkcaldy

Do you have any workshop topic or theme requests?

I'd love to do any training or courses for knowledge.
Further Information

More information about workshops on equality, diversity or inclusion matters, please contact Fife Centre for Equalities by email info@centreforequalities.org.uk, telephone 01592 645 310 or text 07800 005834.

Fife Centre for Equalities aims to build a collective voice to champion equality, diversity, inclusion and social justice across Fife and beyond.

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Fife Centre for Equalities

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Keywords

#workshop #equality #organisationaldevelopment #workforcedevelopment #ethos #values #inclusion #communication #training #evaluation