



SAFE SPACES PROGRAMME 2023-2024

**Practical, competency-building training
and workshops for thriving,
respectful professional environments**

Safe Space Trainings

PROGRAMME 2023/2024



What you gain: After the 3-day course you will have a heightened experience of everyday living, greater focus and clarity, increased experience of flow. With greater quality of attention, thinking, decision-making and communication are improved. A deeper sense of presence to oneself and others emerges which has the ability to create the life we want to live. You will have practical tools and a personal plan for growing transformative attention.



1-2 November 2023 full days / 9:00 – 17:00
3 November 2023 half day / 9:00 – 12:00
13 December (virtual) 9:00 – 12:00

English version > [REGISTER](#)

French version > [INSCRIVEZ-VOUS](#)

TRANSFORMATIONAL ATTENTION

Where we go with our attention is where we truly are.

What we focus on, grows. If that is true, should we not take great care of where we place our attention? Our attention is one of the greatest gifts we can give to ourselves and each other. The quality of our attention can be our greatest human capital, but as with any competency, it requires intentional effort and skill to develop and grow it. This three-part experiential training takes us first on a deep dive into what attention actually is and how it works mechanically, typologically, and experientially. We then move, with a deeper knowledge and understandings of attention, into identifying enablers and barriers to quality attention for ourselves and others. We explore how this can fundamentally change our lived experiences. Finally in the applications of attention, we move into the empowering act of asking for and choosing to give attention with a view to personal and interpersonal transformation.



What you gain: Trust competency and fluency is gained. A personal action plan for trust in the workplace allows for immediate application of the knowledge and skills. As a manager and leader, self-confidence in one's role is built.

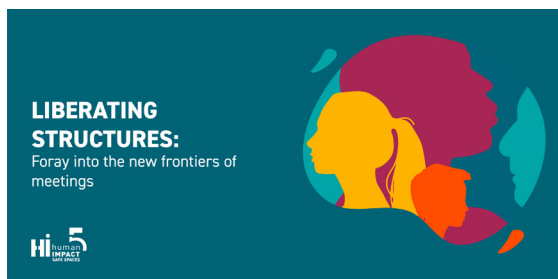


This training is currently delivered in French for the State of Geneva. Adapted in-house sessions in English and in French are available upon request. Contact us: info@humanimpact5.ch

THE TRUST FACTOR

Values-Based Management

Managers and leaders are busy people, and sometimes interpersonal crises in the workplace take us by surprise. 'Never saw it coming' has happened to just about every manager at some point and trust can take a beating – in oneself, in bilateral relationships, in teams, and organizationally. This training offers a unique opportunity to hone in on how to assess, cultivate, maintain, rebuild trust in the workplace, notably at the level of teams. Trust is often mistaken for an 'all or nothing', monolithic yet elusive quality of teams, over which we have little to no control. This experiential training offers managers and leaders a deep dive into the science of trust, and a pathway to become 'trust fluent' and 'trust competent' in their own management of workplace relationships (even towards hierarchy). We explore how, and build the confidence, knowledge, skills, and attitudes to become a trust factor in the work place. By working through personal values and linking them to organizational values and principles; identifying and handling limiting ideas, judgements, and unconscious biases; skilfully creating and fostering psychological safety; and creating a safe space for dialogue, this training brings a heightened form of values-based management that directly impacts professional well-being, leadership skills, and even work performance.



What you gain: After the workshop, you will be completely autonomous to immediately start using several of the 33 Liberating Structures techniques. For beginners, the techniques of 1-2-4-all, Troika consulting; Impromptu Networking; Triz; and Seen, Heard, Respected will be among techniques on the menu.

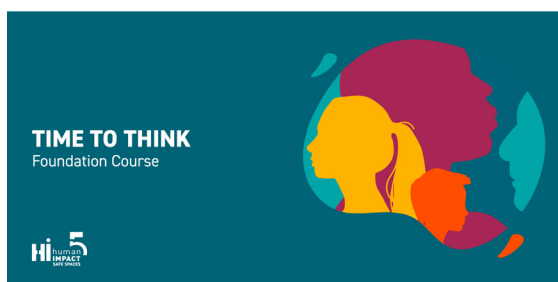


Check our website for updates on these workshops:
hi5safespaces.ch/training-formation

LIBERATING STRUCTURES

Foray into the new frontiers of meetings

Challenging the status quo of meetings, Liberating Structures (Liberating Structures – Introduction) bring greater meaning and magic to conventional formats for meeting, teaching, or training. Research shows how much we need fresh thinking around how we meet with greater purpose, and how we can do so in such a way that everyone participates fully and equally, where action, listening, and appreciation elicit everyone's very best thinking. Liberating Structures redefine the basics of meeting 'microstructures', offering design and techniques that can be mixed and matched. Easy to master, and utterly inclusive, it is hard to go back to traditional meetings after experiencing Liberating Structures.



What you gain: After the workshop, you will be able to utilize the foundational techniques of the Thinking Environment and grasp the application of the basic tenets. You will be able to continue practising the bilateral application (Thinking Pairs), and apply group formats (Dialogue, Rounds, Meetings, etc.) so that you can offer those around you the best opportunity to think for themselves with imagination, courage and grace.



Contact us or check the training centre for dates and prices. In 2023 this training will be delivered in English only.

TIME TO THINK

Foundation Course

When is the last time someone listened to you fully, without interrupting, until you went as far and as deep as you could in your own thinking? We think we need to offer solutions when people come to us for counsel, but often the solution is there already within but the environment in which our thinking can reach the solution never presents itself. Nancy Kline's 'The Thinking Environment' is a radical and transformational form of attention and listening that empowers and autonomizes those who experience it. This Foundation Course, co-facilitated with an accredited 'Time to Think' facilitator, offers the basic tenets (known as the Ten Components of a Thinking Environment®) and will offer the experiential learning for participants to master the basic bilateral and group applications for providing a Thinking Environment and operating within it.

VISIT OUR TRAINING CENTRE: hi5safespaces.ch/training-formation

Workplace Diversity, Equity, and Inclusion Workshop Series

PROGRAMME 2023/2024

Behind the important management journal articles, institutional policies, high-level statements, and the Sustainable Development Goals are a wealth of powerful, meaningful, and often surprisingly simple workplace Diversity, Equity, and Inclusion (DEI) practices. This workshop series is about just that – good workplace DEI in action, from hiring and management practices to daily interactions among peers, inclusive team practices, and inclusive leadership. It provides a fresh look at DEI, no longer through the sole lens of compliance or even corporate social responsibility, but the lens of living values and pragmatism.

Many organizations know they should or genuinely want to 'do DEI', but the 'how' can seem daunting, expensive, or disruptive. This series of workshops – taken together or in specific parts – aims to provide the tools and know-how to implement good DEI practice at low cost to any organization.

No one size fits all: knowing what is suitable and effective for your organization can start with building, piloting, and adapting a basic menu of good DEI practices. Before or while building broader institutional DEI programmes, organizations can start by meaningful actions that begin to elevate existing diversity, bring in more of it, and most importantly, remove the (sometimes invisible) barriers to inclusion. The benefits of well-managed diversity in workplaces can be reaped immediately.

This workshop series builds on good, proven, and innovative ways for DEI to become real for everyone in the workplace. Reaping the ethical, motivation, talent, retention, financial, market, shareholder, donor, and other benefits of real inclusion will ultimately depend on actions taken, and actions sustained and evolved, through a virtuous cycle of learning.

WHO SHOULD ATTEND?

HR staff, managers, team leaders, safeguarding focal points, designated persons of trust, staff representatives. Bespoke inclusive leadership sessions are available upon request for management and leadership teams.

WHAT FORMAT IS USED?

The workshops have a mixed design, from theory straight to practice, building on the collective intelligence and experiences of participants, and ranging from individual exercises, to group work and role-play. We practice inclusion in the delivery of these workshops. Online sessions are available upon request as in house training only.

WHAT IS THE LENGTH?

Each session lasts for 3 hours, with interval breaks and breathers. Coffee and snacks are provided. COVID-19 regulations will be applied as necessary for these in-person sessions.

WHAT LANGUAGES ARE USED?

Separate sessions for English speakers and French speakers are available. Additional languages can be requested for groups.

IS IN HOUSE TRAINING AVAILABLE FOR ORGANIZATIONS AND COMPANIES?

Yes. Hi5 Safe Spaces offers in house training sessions upon request.

CAN I BE TRAINED TO DELIVER DEI WORKSHOPS MYSELF?

In 2023, we have added on the possibility to follow a train the trainer module which will enable you to be more autonomous in your ambassadorship within your organization. Please contact us for more information, dates and prices. Completion of the entire DEI series is a prerequisite for the trainer the trainer module.

I HAVE SPECIAL NEEDS. WILL THERE BE AN ADAPTED TRAINING ENVIRONMENT?

Yes. Please do not hesitate to let us know if you have special needs that we need to accommodate (e.g. sign language translation, wheelchair access, etc.) and we will ensure that the space is adapted accordingly or that an appropriate space is arranged.



What you gain: After the workshop, you will have a good understanding of the proven benefits and key challenges of DEI; you will have developed your own case for DEI in the work environment; and you will have acquired the necessary elements for a tailored pathway for application of DEI in the workplace. This session is recommended before taking other workshops.

WORKPLACE DIVERSITY, EQUITY, AND INCLUSION (DEI) ESSENTIALS

An introductory session on the basics of theory and practice

A journey through the evolution of DEI will bring you to the most recent research into 'business cases' for DEI. The workshop provides a state of the art of basic concepts, forms of workplace diversity well beyond gender, areas of discrimination in the workplace, and how to address these through DEI practices. If you already know about DEI, this can be a refresher, and if you are new to or interested in DEI, this is your window of opportunity to come on board. It paves the way to a practical approach to DEI in the workplace, no matter at what level of the organization you work.



15 September 2023; Impact Hub Geneva

English version 9:00-12:00 > [REGISTER](#)

French version 14:00-17:00 > [INSCRIVEZ-VOUS](#)



What you gain: With this session, you will reconnect to your values and feel empowered to embody them in action; you will also have a simple technique to apply values clarification in teams and render organizational values more meaningful, concrete, and measurable. You will also have a very clear understanding of trust in the workplace and how it applies to everyday behaviours and performance.

VALUES & TRUST

Connecting to the greater good. Leading with personal and professional values that enhance inclusivity

This workshop aims first at the individual and provides a pathway for personal values clarification and how to connect to and embody professional and organizational values. It will provide tools for how DEI work can be rooted in unifying values. It also paves the way for the following three workshops on unconscious bias, sexual harassment, and bystander intervention.



13 October 2023; Impact Hub Geneva

English version 9:00-12:00 > [REGISTER](#)

French version 14:00-17:00 > [INSCRIVEZ-VOUS](#)



What you gain: With this workshop, you will have insight into how unconscious bias plays out in various workplace situations and the benefits of addressing it; you will have a personal view of your own unconscious biases and how to train yourself to reduce them. You will have starter tools to introduce and apply unconscious bias-reducing techniques in the workplace.

UNCONSCIOUS BIAS

What are we thinking? Dealing with unconscious bias in everyday work

What lies behind what we often call 'intuition' or 'gut feeling'? How much of our workplace interactions, choices and decisions, and 'objective' evaluations at work are rooted in our true rational and conscious mind? This session is the start of a journey into understanding, acknowledging, challenging, and training ourselves to reduce implicit bias in our workplace interactions. It provides a key to removing barriers to inclusion, to better performance, and to decision making.



10 November 2023; Impact Hub Geneva

English version 9:00-12:00 > [REGISTER](#)

French version 14:00-17:00 > [INSCRIVEZ-VOUS](#)



What you gain: With this workshop, you will have a clear understanding of sexual harassment, and will be equipped to respond to it; you will have a critical lens with which to identify organizational risks and prevention measures.

SEXUAL HARASSMENT PREVENTION

It's everyone's issue. Sexual harassment prevention 360°

Talking about sexual harassment can be uneasy and clichés abound. In this workshop we first break the clichés with data that brings all participants to the table. Sexual harassment affects everyone. The workshop clarifies what sexual harassment is and is not – from personal experience 'grey zones' to legal definitions. It situates sexual harassment within the range of workplace discrimination and barriers to career advancement, and helps participants understand what to do if it happens to them, and if it happens to someone else – appropriately and meaningfully. Key risk factors and prevention measures are addressed.



8 December 2023; Impact Hub Geneva

English version 9:00-12:00 > [REGISTER](#)

French version 14:00-17:00 > [INSCRIVEZ-VOUS](#)



What you gain: Personal insight into your value system that can help you to be prepared to step in when discrimination occurs around you. You will gain the skills and confidence that it takes to be an active bystander, and a basic tool package if you intend to introduce bystander practice in the workplace.

BYSTANDER INTERVENTION

Speaking up, stepping in. Building active bystanders in the workplace

If you have ever witnessed harassment, discrimination, bullying, or other unethical behaviours and felt unease, this workshop is for you. It will help you connect to the values that may compel or prevent you from doing what you know is right. It will provide you with the tools to be a reliable colleague, whether a direct or indirect 'bystander'. Bystander intervention is key to DEI and to creating respectful workplaces.



19 January 2024; Impact Hub Geneva

English version 9:00-12:00 > [REGISTER](#)

French version 14:00-17:00 > [INSCRIVEZ-VOUS](#)



What you gain: You will walk away with a toolbox of techniques that can be adapted to various meetings – from bilaterals to groups – both online and in person.

INCLUSIVE MEETINGS

Meetings that matter. Inclusive meeting technique toolbox

Psychological safety is crucial to well-performing teams and to personal development in the workplace. It is what ensures that staff come with game-changing ideas, flag risks that require mitigation, and are able to just be themselves in a team, fearlessly. This workshop will explore various techniques (starting from the basics) of inclusive meetings.



9 February 2024; Impact Hub Geneva

English version 9:00-12:00 > [REGISTER](#)

French version 14:00-17:00 > [INSCRIVEZ-VOUS](#)



What you gain: With this workshop you will have a solid checklist for DEI policy (or code of conduct) to apply to your organization or to review and refine an existing policy; basic analysis tools for a robust complaints mechanism (including whistleblowing); and competency to carry out a safe complaints reception session.

DEI POLICY & ISSUE REPORTING ANALYSIS

How are we doing? Ensuring safety for appropriate grievance and support mechanisms & conducting a complaints reception session

This workshop is in many ways the 'cherry on top' of the DEI menu. It aims at reviewing pitfalls and best practices of policies and grievance mechanisms for reporting on issues of discrimination and psychosocial risk. It will cover the basics of DEI policy elements, provide a framework for analysing the complaints mechanism or for building one that is meaningful and appropriate. It will also cover how to structure and conduct a session of receiving a complaint in a safe way based on the needs of the person seeking your counsel, including de-escalation techniques when necessary.



8 March 2024; Impact Hub Geneva

English version 9:00-12:00 > [REGISTER](#)

French version 14:00-17:00 > [INSCRIVEZ-VOUS](#)

FULL DEI WORKSHOP SERIES WITH A DISCOUNT

[Learn more >>](#)



BOOK YOUR TRAINING

We offer practical skill-building workshops and trainings for thriving, respectful environments

Trainings and workshops, for individuals, organizations and companies.

Check our menu of ready-to-deliver trainings and set dates!

Visit our Training Centre in English and French: hi5safespaces.ch/training-formation

Contact us to organize bespoke in-house courses:

info@humanimpact5.ch



ABOUT HUMANIMPACT5 - HI5 SAFE SPACES

HumanImpact5 – Hi5 (Hi5 Safe Spaces) LLC strives to create, enhance and grow safe spaces for professionals to thrive. We offer a range of consultancy, training, and direct services. Hi5 Safe Spaces works in the following areas that all, in their own way, contribute to creating and maintaining safe spaces in which people can thrive, whether that be at work or in other organized environments such as sport, leisure, or volunteer activities: diversity, equity and inclusion (DEI) workshops and institutional support; organizational ombuds direct services; prevention of harassment and other psychosocial risks; trust, attention, and psychological safety training and monitoring.

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