

B2. Tools for the training of women

Initial selection interview

Tool 1. Initial interview

OBJECTIVES

- ✓ To get to know each woman's situation, needs and demands, skills, strengths and weaknesses.
- ✓ To support the identification of needs and the elaboration of the demand.

STEP-BY-STEP IMPLEMENTATION

This is an initial semi-structured interview with the woman which can be used to get to clarify the demand of the woman, know her situation and/or select her for the training programme.

This table includes a suggested structure of the interview and ideas about the items to be discussed. ¹

1ST PART	
Description	Items
<i>Presentation of organisation, interviewer, description of previous contact, length and aim of this interview.</i>	<ul style="list-style-type: none"> ✓ Interviewer's name ✓ Brief description of organisation's main activity ✓ Brief description of what the interviewer knows about the woman, if applicable (e.g. if she was referred or recommended by another organisation or professional) ✓ Length and aim of the interview
<i>Presentation of the woman.</i>	<ul style="list-style-type: none"> ✓ Woman's name. Woman's preferred name (if different) ✓ Age ✓ How the woman arrived to the organisation
<i>Clarifying the aim of the service.</i>	<ul style="list-style-type: none"> ✓ Brief description of the programme offered
<i>Reasserting the woman's interest.</i>	<ul style="list-style-type: none"> ✓ Confirming that the woman thinks that the programme offered fits her demand, and supporting her to clarify it, if it is vaguely expressed. ✓ Making sure that the woman completely understands the programme and providing her with more information, if necessary.

2ND PART	
<i>(If the woman is interested): Getting to know the woman's history and family responsibilities, with a focus on her current autonomy.</i>	<ul style="list-style-type: none"> ✓ Place of origin ✓ Current place of residence and people she lives with ✓ Family, children ✓ State of the IPV situation: current relationship with the perpetrator and marital status ✓ Length of stay in host country

¹ Based on Camarasa, M., Sales, L., 2013.



	<ul style="list-style-type: none"> ✓ Administrative situation (legal documents)
<p><i>Identifying her work experience and training, income, social participation and support networks.</i></p>	<ul style="list-style-type: none"> ✓ Previous jobs: types, duration and related training ✓ Qualifications/competences ✓ Languages ✓ Computer skills ✓ Current means of living and income ✓ Living conditions (housing) ✓ Health status ✓ Social participation ✓ Places where support has been asked ✓ Support available (people, networks)
<p><i>Ability to identify and analyse one's own situation.</i></p>	<ul style="list-style-type: none"> ✓ Reasons why the woman believes she does not find a job/is not able to overcome other obstacles in her life ✓ Self-awareness of what she needs ✓ Self-awareness of what she is able to do (recognition of own competences) ✓ Identifying not just structural obstacles, but also opportunities ✓ Degree of awareness of what she has to do ✓ Courage to take the necessary steps

3RD PART	
<p><i>Rephrasing the information provided and verbalising the demand in specific terms</i></p>	<ul style="list-style-type: none"> ✓ Rephrasing by the trainer of the woman's situation and needs
<p><i>Articulating a response to the demand</i></p>	<ul style="list-style-type: none"> ✓ The response the woman thinks that meets her needs ✓ Identifying options available ✓ Identifying support available and rights to support ✓ Measures taken that imply some changes in respect to the current situation

The questions below may serve as a guide to explore the interview items. It is recommended that questions are asked directly, as it is important to create an atmosphere of trust between the interviewer and the advice-seeker.

According to the individual needs of the client the following issues may be discussed:

1. Opportunities to change the current occupation; supporting the advice-seeker to find a new one.
2. Opportunities to change the advice-seeker in different government programs for appropriate job placement according to their individual profiles.
3. Opportunities for the advice-seeker's involvement in courses for qualifications and pre-qualifications.

Issues to explore:²

1. Does the woman have any friends or family members or any other person who could take the role of supportive environment for the woman? If so, what that person form the supportive environment might be useful for? If the client doesn't have any supportive environment, could she think of someone who could support her in this difficult situation for her?
2. How does the woman perceive her life - does she have any hobby; if she does, what feelings does this hobby bring to her? If not, what would she like to do as a hobby? What are her plans for the future? Does she like/practice music or any other form of entertainment or art? What does she dream of doing and never had the courage to make the first step?
3. Does the woman have skill/skills which she defines as good, in other words, what does she think she is really good at? Does she think that this ability could be improved? Does she think that if this ability improves it will help her to become economically independent? Is she interested in learning new skills? What kind of skills?
4. What positive experiences does the woman think she has? Does she think that improving this knowledge would help her handle the difficulties in her life? Does she have any negative experiences? Are there any lessons learned that might be drawn from these negative experiences?
5. Are there any activities that the woman does that really give her pleasure? Does she have any occupation at the moment? What occupation does she think is suitable for her?
6. How does the woman define problems? What does she feel like when she is faced with a problematic situation? Could she give an example of what she considers as a problem? How does she deal with the problems? What are the positive things that she could see when dealing with a problem? If she receives support, would it be of her support, or, on the contrary, the intervention would harm the difficult situation?
7. Does the woman know other people (relatives, friends, etc.) in a similar situation who don't recognize it as harmful or dangerous? What can the woman learn from other people's experiences? Could she use their experience in order to get out of this situation?

TIME AND RESOURCES

TIME	1 hour
MATERIALS AND RESOURCES	None

² Animus Association Foundation's Semi-structured Interview for Victims of Violence in Empowerment Program