

Service Delivery Organisation Agreement

Part 1: Right to Use

Own My Life facilitator training enables your staff or volunteers to deliver the Own My Life course to women. It does not give your organisation the facility to train others to run the Own My Life course.

You agree to:

- Commit to the [core principles](#) of the Own My Life course:
 - Woman-centred
 - Intersectionality
 - Ownership and Entitlement
 - Controlling Behaviour
 - Space for Action
 - Consciousness Raising
 - Regaining Ownership/Building Self-Efficacy
 - Safety
- Commit to the [core values](#) of the Own My Life course:
 - Women are the experts on their own lives
 - Addressing the professional/personal dichotomy
 - Depathologisation
 - Trauma literacy and psychoeducation
 - Information ownership
 - Right use of power
 - Collaborative not competitive
 - Honouring resistance
 - Liberation and equality
- Ensure all marketing or communication materials reference the core principles and values detailed above.
- Ensure only original resources are used, to protect the integrity of the resources for course participants and staff and volunteer facilitators.
- Ensure all Own My Life courses are facilitated by at least one trained facilitator, with support from an untrained assistant, if necessary.
- Ensure the course is run in a context with robust safeguarding processes in place, taking particular note of the [Online Course guidance](#) when running the course remotely.
- Ensure the number of participants in each course:
 - Does not exceed 8 women for the first course facilitated by a staff member or volunteer.
 - Does not exceed 12 women for any subsequent course(s).
- Run each course as a fixed, 12-week course, referencing the guidance in Appendix 1.
- Ensure each facilitator is delivering no more than one evening course per week and:
 - All evening courses start by 7:30pm, to ensure they finish by 9:30pm.
 - Include at least 45 minutes post-session reflection time, which should be included in any paid working hours for staff.
 - A manager/safeguarding lead is available until 30 minutes after the course finishes, to respond to any safeguarding or other concerns.
- Ensure access to appropriate support, including supervision or suitable alternative mechanism for:
 - Any staff or volunteers who are facilitating the Own My Life course.
- Commit to trained staff or volunteers attending an annual refresher and development session, the cost of which is not included in the initial charge for training.



You agree to: (cont.)

- Accept that any break in these terms will result in removal of your Right to Use.

We agree:

- To provide all of the resources your staff and volunteers will need to successfully facilitate the course with women in your setting.
- To provide support, advice and feedback as required, as you adapt the material for your current and future settings.
- To host an annual refresher and development day for all staff and volunteers who are trained to facilitate the Own My Life course, ensuring appropriate notice to ensure maximum attendance.

Part 2: Feedback Agreement

You agree to:

- Send us your completed evaluation spreadsheet after each completed Own My Life course.

We agree to:

- Use your evaluation data to improve the Own My Life course.

Part 3: Support and Community

We agree to support each other in our work: we will connect you with others we hear of, who are doing similar things to you, or running the course near you; you will let us know what you are doing and spread the word about the Own My Life course to relevant networks.

Service Delivery Organisation: I have the authority to sign this document on behalf of:

Name of organisation: _____

Signed: _____

Print Name: _____

Date: _____

Own My Life representative: I have the authority to sign this document on behalf of The Women's Liberation Collective, registered charity No. 1184411.

Signed: _____

Print Name: _____

Date: _____

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1. Appendix 1

Guidance

- Facilitators should be confident in leading and facilitating groups.
 - The Own My Life course should be run by at least one trained facilitator.
 - Facilitators should only ever use inclusive language ('we' and 'I' rather than 'you' or 'they') during sessions.
 - Facilitators provide guidance to participants throughout the sessions but also give women space to work independently.
 - The Own My Life course operates as a closed programme. After week 2 the course is closed to new participants until the next cycle of the course begins.
 - No students, new staff, volunteers or others should be allowed to join the group mid-course. They should wait until a new course begins and should only be present in the course if they intend to join for the whole course.
 - No men should be allowed to attend the course. This includes male workers, students or volunteers.
 - Always ensure every woman has her Own My Story journal each week.
 - The Own My Story journals should be stored in a safe place (women cannot take them home until the end of the course). Each woman's journal belongs to her and should only be viewed by others at the invitation of the woman who owns it.
- The "Own My Life Course Extra" sessions are available at: www.ownmylifecourse.org/extra for women who want to continue their learning after each session.
 - Always have 30 minutes preparation time and 30 minutes debriefing time, in which the Facilitator Reflective Evaluation should be completed.
 - Supervision must be available for facilitators.
 - The aims and objectives for each week must be considered, to ensure the focus is correct.
 - The timings are advisory, and facilitator expertise is required in deciding how long each section should take.
 - While the order of the sessions may be useful, there are some sessions where the facilitator and participants may prefer to change the order of the content, for instance by covering the more intense or difficult elements of the session at the beginning.
 - Ensure that participants have an email address to be able to contact the facilitator during the week if they need to.
 - If possible, have a children's worker present during Session 9.