**SESSION PLANNING TEMPLATE**

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| **Session (*Micro*) Planning Template** | | | | |
| **Activity** | Equipping judicial officers for cases involving vulnerable victims and witnesses | | | |
| **Topic** | Practical responses to needs of vulnerable victims and witnesses: pre-hearing, during hearing and post hearing | | | |
| **Objectives** | The purpose of this session is to (describe):   1. Increase awareness of the needs of vulnerable victims/witnesses when they come to court 2. Identify practical, feasible measures judicial officers can take to respond to victim/witness needs 3. Practice the skills for implementing these in practice | | | |
| **‘KSA’** | Knowledge 30%  Skills 40%  Attitudes 30% | | | |
| **Outcomes** | As result of attending, participants will be able to (describe):   1. ***Know*** (what):steps/actions judicial officers should take to respond to vulnerable court parties’ need 2. ***Do*** (what): be able to engage court staff in assisting victims and directly engage victims in the process in a supportive way. 3. ***Understand/believe*** (what): Barriers facing GBV victims/witnesses when they come to court and the court’s responsibilities to support victims so they can properly engage in the justice process | | | |
| **Total 100 mins** | **Introduction** | | | |
| 5 mins | Introduce yourself, explain relevance of topic, and structure of session | | | |
|  | **Sub-topic** | **Methodology** | **Resources** | **Assessment** |
| 15 mins | Awareness of victims’ social position and needs | ‘Put yourself in the shoes of’’ | Case Study and Table | Group feedback  Input facilitator |
|  | **Sub-topic** | **Methodology** | **Resources** | **Assessment** |
| 30 mins | Translating needs into practical feasible steps | Brainstorm and review of list | Checklist; pre, during & post hearing steps | Group feedback  Input facilitator |
|  | **Sub-topic** | **Methodology** | **Resources** | **Assessment** |
| 20 mins | Practising skills | Demonstration and practice in teams of 2 | Script for demonstration | Peer feedback |
|  | **Sub-topic** | **Methodology** | **Resources** | **Assessment** |
| 20 mins | Practising skills | Role play | Return to Case Study | Group feedback |
|  | **Conclusion** | | | |
| 10 mins | 1. Summarise content b) Review learning outcomes 2. Check participants grasp by asking them to summarise | | | |