

Case Handling Training: Participant schedule

1. Objectives

By the end of the training participants will be able to:

- Describe how to take a survivor-centred approach to handling a safeguarding concern or complaint.
- Demonstrate the importance of consent and confidentiality.
- Use the case handling process to respond to a safeguarding concern or complaint.

2. Participant preparation

Participants read:

- [Receiving and responding to a report of sexual abuse, exploitation or sexual harassment \(SEAH\) in Nigeria](#)
- [Consent and confidentiality in Nigeria](#)
- [Case handling for civil society organisations \(CSOs\) in Nigeria](#)
- [Case handling training slides](#)

3. Agenda

The training online is 3.5 hours (including breaks). It is suggested that this is divided into two shorter sessions with at least an hour break to maximise the virtual learning space.

For in-person training, the times can be adjusted allowing the training to take place over a shorter-time period if desired.

Training agenda

Time	Activity
30 mins	A. Welcome and introductions
40 mins	B. Responding to a report, consent and confidentiality
20 mins	C. Case handling for CSOs
30 mins	Break
30 mins	D. Groupwork- handling a case
45 mins	E. Presentation- handling a case
15 mins	F. Closure and poll/ evaluation



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