PRE-COURSE WORK INFORMATION   **HOW2**

HOW2 create an LGBTI-inclusive organisation

Background

This pre-course work is designed to:

- Introduce participants and their organisations to each other and to the facilitators

- Understand where your organisation is currently with regard to LGBTI-inclusive practice

The information we ask you to provide below will help us adapt the Program to meet your needs. Importantly, this process will help you identify a rationale for change, and some broad goals that will move your organisation towards being more LGBTI-inclusive.

The HOW2 Program encourages collaboration and aims to create a 'Community of Practice'.

It is essential that you complete the LGBTI-inclusive practice audit tool (www.glhv.org.au/lgbti-inclusive-practice) and bring in with you to Session 1.

Outline of content requested before the first session

Please use the attached *Organisation summary* template, and return your completed summary before the due date advised in the information email for HOW2 participants.

1. Introduction to participating staff, your organisation and context in which your organisation operates (Up to 600 words or 1 page max); include information about:

    - Location, type, size of service
    - Particular characteristics of the area in which your organisation is located and the profile of your specific target group of clients; for example - What are the relevant demographics? Do you have an ageing population? A transient population? Newly arrived cultural or other groups? And so on.
    - The name, job title and roles of participants in this HOW2 program

2. Why does your organisation want to become more LGBTI inclusive?

    (200 words max)

3. Aims of the project you are about to undertake to make your organisation more LGBTI inclusive

You may not have documented these yet – but it is surprising how much the aims vary between organisations.

4. Complete LGBTI-inclusive practice audit tool

Bring this with you to Session 1.

NOTE: Information provided in point 1 above, about your organisation and your roles, will be provided to other HOW2 participants in Session 1.

Participants in the early HOW2 programs compiled a report on their aims, project plan/logic and achievements in implementing LGBTI-inclusive practice. Through this process, valuable lessons about what it takes to achieve LGBTI-inclusive practice were recorded, and assist other organisations. These organisations' stories were collated and are available in two reports, *Beyond: 'we treat everyone the same'* (2012) and *'Beyond a rainbow sticker'* (2013), published by GLHV and available on GLHV's website - www.glhv.org.au/lgbti-inclusive-practice.

You may find these reports useful as you reflect on your own organisation's progress.