



PILOT

Pilot training with women: facilitator kit

In each partner country, educators who took part in the LTTA run a pilot with about ten women: four sessions of 120 minutes (8 hours), blended, with optional self-study between sessions on the FIRE website. The pilot uses the training modules, Training Pills and interactive tools, and collects pre and post questionnaires and feedback from women and trainers to improve the materials. Priority goes to women with limited financial independence who are vulnerable to economic abuse. Sessions can be held in person, online or blended; adapt the mode to the group and keep the content and timing.



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Ground rules

- What is said in the group stays in the group.
- Share only what you wish to. You can always pass.
- Listen without judging, and speak from your own experience.
- No advice unless someone asks for it.
- Phones on silent; no photos or recordings of other participants.
- You can take a break or leave the room at any time.
- If you are worried about your safety, tell the facilitator privately.

If someone discloses abuse

1. Move to a private space if possible, and stay calm: 'I'm here, I'm listening.'
2. Listen without judging and believe her. Do not investigate or ask for details.
3. Tell her it is not her fault: responsibility lies with the person who abuses.
4. Check her immediate safety: does she have somewhere safe to go, and is she in danger now? If there is immediate danger, contact emergency services (112) with her.
5. Explain her options and the local services (helpline, anti-violence centre, legal and debt advice, counselling), including what happens when she contacts them. The decision is hers.
6. Explain confidentiality and its legal limits; act on legal duties only after talking with her where possible.
7. Offer practical help: the local resource sheet, a safe device to make a call, the My safety plan tool.
8. Record only what is necessary, securely, and debrief with your supervisor or the partner's safeguarding contact. Take care of yourself afterwards.



Recognising economic abuse

Uses: M1, P1, Is this OK? Signs reflection, Control or care?, Money confidence check

Min	Activity	How
20	Welcome and ground rules	Round of names and one word about how you arrived today. Agree the ground rules together. Explain breaks, confidentiality, and that sharing is always optional.
15	Consent and starting questionnaire	Go through the consent form. Women complete the pre-pilot questionnaire on paper or a phone. Offer help with reading; nobody has to answer every question.
25	What is economic abuse?	Present M1 L1.1 (content note first). Use EX 1.2 'The line between control and care' as a group discussion, or the Control or care? tool on the screen.
10	Break	Tea and coffee. Stay available for anyone who wants a quiet word.
25	Tactics and signs	Short input from M1 L1.2 and L1.3 with one partner case study. Invite women to try the Is this OK? signs reflection privately on their phone or on paper; results are never shared.
15	Pill 1: Take charge of your money	Show the P1 video and hand out the P1 handout. Invite women to try the Money confidence check at home.
10	Close and where to get help	Show local help contacts. Explain the self-study options on the website and in the workbook before session 2. Closing round: one thing I take away.



Budgeting and building financial independence

Uses: M2, P2, P3, P4, Budget builder, Safety-net and savings planner, Debt plan

Min	Activity	How
10	Check-in	Welcome back; recap the ground rules. Ask what anyone noticed or tried since session 1, if they wish to share.
20	Money foundations	Present M2 L2.1: income, expenses, accounts in your own name, how money flows. Use simple euro examples.
30	Building a budget	Present the methods from M2 L2.2 and Pill 2. In pairs, women use the Budget builder or the paper template with the example household, not their own figures unless they choose to.
10	Break	Online participants take a screen break.
25	Savings, safety net and debt	Show Pill 3 and Pill 4. Try the Safety-net and savings planner with the €5 a week preset. Explain where to get free debt advice.
15	Skills to income	Introduce M2 L2.3 and the Skills to income tool as optional self-study.
10	Close	Suggest one small action for the week (for example, track spending for three days). Remind women of help contacts.



SESSION 3 • 120 MIN • IN PERSON

Your rights, safe money and support

Uses: M3, P5, Know your rights, Safe money check, Find support, My safety plan

Min	Activity	How
10	Check-in	Welcome; short calming exercise (4-4-6 breathing) to start, optional for all.
25	Your rights under the law	Present M3 L3.1 and L3.2 in plain language: Directive (EU) 2024/1385 and national rights on bank accounts, housing, work and credit. Explore situations with the Know your rights tool.
25	Pill 5: Safe financial practices	Show Pill 5 on digital banking safety and coerced access. Work through the Safe money check scenarios in small groups.
10	Break	Stay available for private questions.
25	Support services and seeking help	Present M3 L3.3 and L3.4. Use the Find support tool to show what happens when you contact a service. Hand out the local resource sheet to everyone, so no one is singled out.
15	My safety plan (optional)	Introduce the My safety plan tool and its neutral print title. Women may start it privately or take the paper version home only if it is safe to do so.
10	Close	Closing round. Remind women of help contacts and of the online support network.



Emotional strength, goals and the way forward

Uses: M4, P6, Calm toolkit, Strengths inventory, SMART goal maker, My resilience plan

Min	Activity	How
10	Check-in	Welcome; invite a word about how the week went.
25	The emotional impact and coping	Present M4 L4.1 and L4.2 (content note first). Practise the 5-4-3-2-1 grounding exercise. Women can build their Calm toolkit card.
20	Strengths and confidence	M4 L4.3: women complete the Strengths inventory individually, then share one strength in pairs if they wish.
10	Break	Tea and coffee.
25	Pill 6: Set goals for your future	Show Pill 6. Each woman turns one wish into a SMART goal with the SMART goal maker or the paper planner, and links it to her resilience plan (M4 L4.4).
20	Final questionnaire and feedback	Women complete the post-pilot questionnaire and the feedback form. Ask who agrees to a short follow-up interview in about three months.
10	Closing and certificates	Closing round, certificates of participation, invitation to the online support network and reminder of help contacts.



Recruitment text

Free course: Money, rights and confidence. Do you want to feel more confident with money, know your rights and plan for your future? Join a free course for women with four meetings of two hours, in a small and friendly group. You learn how to make a budget, save a little, deal with debt, use banking safely, and where to find support. No previous knowledge needed. We can help with transport tickets, lend you a tablet or laptop, help you get online, and choose times that fit around childcare and work. You decide what you share. To join or ask a question, contact [name] at [phone, email or place].

Consent

Before the course starts, we ask for your consent. Please read this with the facilitator, ask any questions, and sign only if you agree. Saying no does not change your place on the course, except where stated.

- ☐ I understand that taking part is voluntary and that I can stop at any time without giving a reason.
- ☐ I understand that I share only what I wish to, and that I can skip any question or activity.
- ☐ I agree to fill in a short questionnaire at the start and at the end. My answers are anonymous and are used only to improve the course.
- ☐ I understand that what I say stays confidential, except if someone is in immediate danger, in which case the facilitator speaks with me first where possible.
- ☐ I agree, or do not agree, to be contacted for a short follow-up interview about three months after the course.
- ☐ I agree, or do not agree, to photos in which I can be recognised. Photos are taken only with my agreement and I can ask for them to be deleted.
- ☐ I understand how my personal data is stored, who can see it, and how long it is kept, in line with the GDPR, and how to ask for it to be deleted.

Name	
Date	
Signature	

Support needs

- ☐ Public transport tickets to and from the sessions.
- ☐ A laptop, tablet or phone on loan from the organisation for the online parts.
- ☐ Internet access: a data top-up, or a room with Wi-Fi at the organisation.
- ☐ Session times that fit around childcare, school hours and work.
- ☐ Childcare or a children's corner during sessions, where possible.
- ☐ The option to join online if she cannot travel.



- ☐ Help with reading and writing, and materials in her language where available.
- ☐ Access to psychological counselling, or a referral to a counselling service.
- ☐ A safe way to be contacted (agreed phone number, time and neutral wording).

Facilitator tips

- Read the content note aloud before sensitive lessons and remind women they can step out at any time.
- Use the case studies and example households instead of asking women about their own finances.
- Keep reflection answers private; never collect or read them.
- Plan a quiet moment after each session for anyone who wants to talk to you privately.
- Name groups and printouts neutrally (for example, 'Money skills course') for women whose partner checks their things.
- Have the local resource map with you at every session.
- Keep a record of attendance for the 80% completion target, and follow up gently, never with blame, when someone misses a session.
- Note what works and what does not for the trainer evaluation: it improves the materials.

