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# CIRCLE EDUCATION KIT

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FOR MEMBERS

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## Introduction

We recommend your Circle holds an Education Meeting every other month so you can explore a new topic together. Before each meeting, you'll watch a 20-minute online lecture from our recommended schedule or based on your group's interest. Then when you get together, you can focus your time on digging into the topic more deeply and practicing how to put your new skills into action.

## What's Inside

- **Update Exercises** .....Page 4  
Two easy exercises to help you put together a great Member Update
- **Education Guide**.....Page 6  
A step-by-step guide to your Education Meeting

## What to do with these docs

- Complete the **Update Exercises** in advance of getting together.
- Reviewing the **Education Guide** for a sneak peek of what's ahead.

Don't worry about printing anything out, your moderator(s) will have copies of all the materials you need for the meeting.

# Update Exercises

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At the beginning of each meeting, it's helpful to spend a few minutes updating your peers about the important things happening in your life. This keeps everyone in the group up-to-date and fosters the personal connections that drive a Circle's success.

If you're having trouble figuring out what to share, you can use one of the following exercises to help you put together your update.

## Exercise 1

|                 | BEST THING THAT'S HAPPENED IN THE LAST MONTH | WORST THING THAT'S HAPPENED IN THE LAST MONTH | WHAT MOST LOOKING FORWARD TO IN THE MONTH AHEAD | WHAT MOST DREADING IN THE MONTH AHEAD |
|-----------------|--|---|---|---------------------------------------|
| <b>BUSINESS</b> |  |   |   |                                       |
| <b>PERSONAL</b> |  |   |   |                                       |

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## Exercise 2

The biggest opportunity I've had since our last meeting is \_\_\_\_\_

\_\_\_\_\_

The biggest challenge I've faced since our last meeting is \_\_\_\_\_

\_\_\_\_\_

In the next 30 days, the biggest decision I'll need to make/most significant situation I'm facing is \_\_\_\_\_

\_\_\_\_\_

Today I'm feeling \_\_\_\_\_

\_\_\_\_\_

I most want to talk about \_\_\_\_\_

\_\_\_\_\_

The thing that might prevent me from focusing on our meeting today is \_\_\_\_\_

\_\_\_\_\_

# Education Guide

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## GOALS:

- 1 Update other members on what's happening in your life
- 2 Discuss the education topic as a group
- 3 Commit to "One Action" that puts the skills overviewed into practice

TIME ESTIMATE: 2 Hours

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## Suggested Meeting Agenda

| Part 1: Staying Up-to-Date  |                              |
|---|------------------------------|
| <b>Check-In</b><br>Review agenda, confidentiality reminder  | Up to 5 Minutes              |
| <b>Member Updates</b><br>Everyone takes turns sharing what's new in their lives   | 2-3 Minutes Each             |
| Part 2: Learning Together   |                              |
| <b>Guided Discussion</b><br>Using the Discussion Guide provided by Lean In and our education partner  | 60-90 Minutes                |
| Part 3: Learning from Each Other  |                              |
| <b>Personal Discussions</b><br>Use "icebreaker" activities to continue to get to know each other (More experienced groups can also use the time for a Personal Story) | 0-20 Minutes, if time allows |
| Part 4: Wrapping Up   |                              |
| <b>Housekeeping</b><br>Discuss what worked and what didn't; set agenda for upcoming Exploration Meeting; confirm next meeting time/date/location                      | Up to 10 Minutes             |

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## PART 1: STAYING UP-TO-DATE

### Check In **ALL MEETINGS**

TIME RECOMMENDATION: Up to 5 minutes

Education Meetings begin with a Check In. This a great time to review the agenda and remind members that confidentiality and good communication are important. It's also an opportunity for members to surface any ideas for improving the Circle.

### Member Updates **ALL MEETINGS**

TIME RECOMMENDATION: 2 to 3 minutes each

It helps to stay current with the lives of your Circle members, and leads to deeper relationships. Before diving into the Education portion of the meeting, we recommend you go around the group and share important updates from the last month, as well as upcoming opportunities and challenges you see for the month ahead.

If you didn't prepare anything to say, just share what you're feeling in the moment.

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## PART 2: LEARNING TOGETHER

### Education Discussion

TIME RECOMMENDATION: 60 to 90 minutes

Before the meeting, we recommend you watch the video lecture for the month's topic on your own. This way, your Circle can spend your time discussing the topic and sharing related experiences when you're together.

During this main portion of the meeting, you can rely heavily on the Discussion Guide to shape the conversation. A typical Discussion Guide includes talking-points, how-to exercises and ends with a recommendation for "One Action" members can do to practice their newfound skills—for example, you might be asked to vouch for a women's competence or practice body language over a group lunch.

To celebrate each other's successes and give everyone a little extra incentive, we recommend members report back on the outcome of their "One Action" during the next meeting. (More on this later when you prepare for your first Exploration Meeting...)

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## PART 3: LEARNING FROM EACH OTHER

### Personal Discussion

**TIME RECOMMENDATION:** 10 to 20 minutes (optional depending on timing)

After going through the Discussion Guide as a group, you may have a few minutes leftover. We recommend you use this time to get to know each other better. There are lots of great places to look for these kinds of icebreaker activities, you can get started here:

[http://www.team-building-leadership.com/free\\_icebreakers.html](http://www.team-building-leadership.com/free_icebreakers.html)

<http://www.training-games.com/pdf/40FreeIceBreakers.pdf>

Or trying going around the room and asking everyone to complete a phrase like:

"I love..."

"I worry that..."

"I want..."

"I look forward to..."

"I fear..."

You can do as many as you want, and easily add more of your own.

More experienced Circles may also decide to use this time to dig into a topic that's important to one or more members. If you haven't already done this as a group, you'll quickly become experts after a few Exploration Meetings.

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For more information about Exploration Meetings, read the **Circle Exploration Kit** for members on [leanin.org/circles-materials](http://leanin.org/circles-materials) and in your Mightybell space.

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## PART 4: WRAPPING UP

### Housekeeping **ALL MEETINGS**

TIME RECOMMENDATION: Up to 10 minutes

We suggest you use the last 10 minutes of the meeting to reflect on what worked and what didn't. This is also when the Circle Manager will confirm the details for next month's Exploration Meeting and identify two members to share their Personal Stories. If you have a challenge, opportunity or upcoming decision you'd like to discuss, consider volunteering. Then in the Exploration Meeting, you'll spend about 5 minutes presenting your story, and other members will share their insights and related experiences to help inform your thinking.

### Next Steps

If you are presenting a Personal Story, you can use our **Share Your Story** worksheet to get prepared. You'll find it in the PDF titled **Circle Exploration Kit** for members on [leanin.org/circle-materials](http://leanin.org/circle-materials) and in your Mightybell space. In addition, you can always read through the full kit for a preview of the meeting.