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# CIRCLE EDUCATION KIT

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FOR MODERATORS

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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

- **Education Checklist**.....Page 3  
A to-do list to make sure you're prepared for your next meeting
- **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 running an Education Meeting
- **The Topic Lot**..... Page 11  
A short worksheet to track topics discussed at meetings

## What to do with these docs

- Use the **Education Checklist** as a tool to stay organized.
- Complete the **Update Exercises** in advance of getting together.
- Spend some time reviewing the **Education Guide** so you're familiar with it and/or to refresh your memory.
- If you're the Circle Manager, make sure you're ready to use **The Topic Lot**.

### IMPORTANT NOTE

Every Circle is different and will try new things. If you find an approach worth sharing, we'd love to hear about it at [circles@leanin.org](mailto:circles@leanin.org).

# Education Meeting Checklist

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We've created the following checklist to help you keep track of everything you need to prepare for and run an Education Meeting.

## Circle Manager

### BEFORE THE MEETING, YOU'LL:

- \_\_\_\_\_ Remind everyone to watch the 20-minute online lecture slated for the month
- \_\_\_\_\_ Print copies of the corresponding Discussion Guide for every member
- \_\_\_\_\_ Review the Education Guide and print two copies for reference during the meeting—one for you and one for your co-moderator *(A quick guide for running an Education Meeting on page 6)*
- \_\_\_\_\_ Make sure you have a copy of the Circle's Topic Lot *(A worksheet to keep track of topics members may want to discuss later on page 11)*
- \_\_\_\_\_ Make sure you have a device to keep track of time

### AT THE MEETING, YOU'LL:

- \_\_\_\_\_ Serve as timekeeper during activities
- \_\_\_\_\_ Guide the group to start and end on time
- \_\_\_\_\_ Welcome everyone and review the day's agenda
- \_\_\_\_\_ Track any important or urgent topics discussed on the Topic Lot worksheet
- \_\_\_\_\_ Ask for (or recommend) volunteers to present at next month's Exploration Meeting

## Circle Facilitator

### BEFORE THE MEETING, YOU'LL:

- \_\_\_\_\_ Watch the 20-minute online lecture so you feel comfortable with the topic before discussing it with the group
- \_\_\_\_\_ Read through the corresponding Discussion Guide to make sure you understand the main talking-points and activities
- \_\_\_\_\_ Review the Education Guide quickly to make sure you feel fully prepped

### AT THE MEETING, YOU'LL:

- \_\_\_\_\_ Lead the guided discussion and activities related to the lesson
- \_\_\_\_\_ Encourage active participation
- \_\_\_\_\_ Facilitate an impromptu discussion, time allowing. This could be an icebreaker activity, or for more experienced groups, a Personal Story

# 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> Review agenda, confidentiality reminder	Up to 5 Minutes
<b>Member Updates</b> Everyone takes turns sharing what's new in their lives	2 Minutes Each
Part 2: Learning Together	
<b>Guided Discussion</b> 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> 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> 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.

#### CIRCLE MANAGER

Try to get things started on time so the group doesn't feel rushed later in the meeting.

### Member Updates **ALL MEETINGS**

TIME RECOMMENDATION: 2 minutes each

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 anticipate for the month ahead.

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

#### CIRCLE FACILITATOR

If a member isn't prepared when it's her turn, offer to come back to her at the end of Member Updates so she has time to collect her thoughts.

#### CIRCLE MANAGER

Use the Topic Lot to keep track of the issues raised during Member Updates. Also keep an eye on the clock and make sure members don't take much more than 2 minutes. If anyone runs over, give them a gentle reminder to wrap things up so other members don't feel rushed when it's their turn.

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## PART 2: LEARNING TOGETHER

### CIRCLE FACILITATOR

During this portion of the meeting, you'll be able to rely on the Discussion Guide provided by Lean In and our education partners. We also suggest the following tips to help things go as well as possible:

1. Keep things moving at a good pace. That way you can get through the whole Discussion Guide.
2. If the Discussion Guide has several options for exercises and questions, choose the ones you think make the most sense for your Circle.
3. Try to identify a few stories from your own life that highlight key points from the lecture.
4. As members share their own stories, look for opportunities to connect them back to key takeaways from the lecture.

### 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. This small homework assignment helps you start putting what you've learned into practice in your daily life—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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#### CIRCLE FACILITATOR

Once you get the hang of how an Exploration Meeting works, consider using the extra time to have a few members tell a Personal Story. (More on this when you prepare for your next meeting...)

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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.

#### CIRCLE MANAGER

The Topic Lot is a good tool for keeping track of issues surfaced during meetings, although any running list will work. If two members don't volunteer to share Personal Stories, use the Topic Lot to flag issues that are important and meaningful to the group, and then brainstorm the best members to present together.

### 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.

#### CO-MODERATORS

We recommend you prepare for your next meeting by reviewing the **Circle Exploration Kit** for moderators available on [leanin.org/circles-materials](http://leanin.org/circles-materials) and in your Mightybell space.

#### CIRCLE FACILITATOR

In preparation for the Education Meeting, it's a nice idea to contact each presenter to see how her Personal Story is coming along and if she needs any help.

# The Topic Lot

## For Circle Managers

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The Topic Lot is a running list of personal topics—opportunities, challenges, upcoming decisions and so on—shared during meetings. We recommend you use the Topic Lot to keep track of what’s discussed so you can identify good topics for Exploration Meetings.

As a Circle Manager, one of your most important jobs is lining up two members to present at each Exploration Meeting. Members are encouraged to volunteer to present a topic that’s important to them. However, you may also ask members to present on topics that are meaningful and interesting to the group.

A few tips on how to use the Topic Lot:

- Topics that are extremely important to a member or generally important to the group should take priority.
- Try to encourage members who haven’t presented recently to tell a Personal Story.

MEMBER	ISSUE	FEELINGS	URGENCY (1-3)
<i>Example: Ericka</i>	<i>Supervisor takes credit for her work</i>	<i>Frustrated</i>	<i>2</i>

