

# MODERATOR GUIDE

## MEETING OVERVIEW

Today you'll use Connection Cards to get to know the members of your Circle and begin to build trust as a group.

1. **Before you get started**, set up today's meeting materials so everything is ready to go.
2. **Get warmed up with an icebreaker (10–15 minutes)**  
An icebreaker is a great way to warm up and get people talking. Since this is your first meeting, start by going around your Circle and introducing yourselves (even if you've met before). Avoid the urge to slip into conversation, and hold members to a one-minute time limit. For this first meeting, ask all members to answer each of the following questions.
  - My name is...
  - My spend most of my time...
  - My trade is...
  - I joined this Circle because...
3. **Give each Circle member a copy of the Introduction to Circles Handout.** Circle members can take this handout home to learn more about the program.
4. **Read our Circle Fundamentals out loud** to remind everyone of our shared values. Circle meetings are about being open and honest, even if that means pushing yourself outside your comfort zone.

1

**Confidentiality**

What happens in our Circle stays in our Circle.  
Trust is crucial.

2

**Communication**

Share openly and honestly. Listen with empathy,  
and make sure everyone gets a chance to speak.

3

**Commitment**

Be fully present and ready to engage.

**Brought to you in partnership with...**

Carole Robin from the Stanford Graduate School of Business. This activity is based on a similar one originally developed by Stanford's Interpersonal Dynamics course faculty.

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## 5. Read important reminders for your Circle meeting

Before starting the activity, here are a few things you should know:

- **If you ever feel that you are unsafe** or that you can't perform your job, it's important to bring your concern to a jobsite safety officer, union steward, or another authority figure you trust.
- These activities are **designed to help you sharpen your strategies** for dealing with everyday sexism and gender bias—also known as microaggressions—and to discover new strategies for handling them. We wish we didn't need to share these recommendations, but until there is true equality for women at work, these are practical ways you can start fighting bias now.
- Many of these activities share strategies for dealing with common situations. The strategies in these activities come from interviews with other women in the trades and from input from a team of gender experts and sociologists. **But you may have other—and better—strategies.** Please feel free to share them with everyone.
- **Bias isn't limited to gender.** Women also experience biases due to their race, sexuality, a disability, or other parts of their identity—and the compounding discrimination can be greater than the sum of its parts. If you feel comfortable during the activity, please share how other aspects of who you are shape your experiences and strategies.

## 6. Start today's activity (60 minutes)

Find the instructions card for today's activity and get set up.

## 7. Wrap up and reflect as a group (10 minutes)

Once you're done, take a few minutes to review the activity as a group.

- What helped you share openly with the group?
- What (if anything) got in your way of sharing openly?
- How does this activity or discussion affect what you might think, feel, or do going forward?

## 8. Check in with each other (5–10 minutes)

Use this time to see if any Circle member is struggling with a tough situation at work and could use the help of the group to discuss solutions.

## 9. Commit to One Action (10 minutes)

Close every meeting with each Circle member committing to a "One Action"—one concrete thing you're going to do on your jobsite or to practice a new skill before your next Circle meeting.

### **OPTION 1: Choose an action based on a thought or a feeling that came up during the meeting's activity.**

For example, you might say, "I will send my mentor a text to reconnect and to thank them for all their support."

### **OPTION 2: Choose something you discussed today that you want to take action on.**

For example, you might say, "I am tired of seeing the obscene graffiti at this jobsite. I am going to bring it up to my foreman this week."

One by one, go around your Circle and share the One Action that you commit to taking before the next meeting. Move quickly from member to member, encouraging each other as you go.

Be ready to tell the group about your progress at your next meeting.