

MODERATOR GUIDE

MEETING OVERVIEW

Today you'll learn why you may not often receive the respect you deserve and how to handle situations when you're underestimated or undervalued at work.

1. **Before you get started**, set up today's meeting materials so everything is ready to go.
2. **Read our Circle Fundamentals out loud** to remind everyone of our shared values:

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.

3. **Get warmed up with an icebreaker (10–15 minutes)**

Use the conversation starters below or make up your own. Try to stick to 30 to 45 seconds per person—avoid the urge to slip into conversation.

- My week has been...
- My update on my One Action from last month is...

4. **Read the back of this instruction sheet**

Pick someone to read out the important reminders on the back of this sheet.

5. **Pass one Learning Handout** to each Circle member and have everyone read it to themselves.

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.
- Choose one strategy or situation you discussed today and talk about how you will put what you learned into action at work. Which strategies seemed to work best for your Circle? Were there any that did not get used?

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 a One Action (10 minutes)**

At the end of your meeting, go around the Circle and share your "One Action"—one concrete thing you're going to do on your jobsite or to practice a new skill. And be ready to tell the group about your progress at your next meeting!

READ OUT LOUD TO THE GROUP

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.

Get ready to start the activity!