Overview

This web activity is an adaptation of the 50 Ways to Fight Bias program, a bias training workshop that aims to help people recognize and combat bias against women at work. It involves both discussing personal reactions to situations and exploring research-based solutions to address them.

This web version includes 4 unique “sets,” each of which contains materials for a full 1–2 hour workshop. You can choose specific pages to show from a set OR run through a set from start to end.

Your role as moderator

To facilitate real conversations about bias against women in the workplace, you will:

- Guide the group through the different parts of the activity
- Ask follow-up questions to encourage discussion and mutual learning
- Make sure everyone feels supported

Navigating the website

The website has several features designed to add flexibility to your moderating experience:

KEYBOARD CONTROLS
Go forwards or backwards in the presentation by using the left and right arrow keys, respectively.

NAVIGATION BAR
Skip to a different page at any point in the workshop to control what you present to participants. Hovering over the bar reveals the full labels.

CATEGORY LABELS
Preview what’s ahead and know what topics are covered by clicking on a “Set” folder in the navigation bar to reveals what it includes.
What to do before the session

1. SET UP GROUPS STRATEGICALLY
   Divide participants into mixed-gender groups of 6–8 people.

2. CHOOSE A SETUP
   You can lead the activity with different setups—we recommend projecting the website on a larger screen.

3. DECIDE HOW TO REVIEW TYPES OF BIAS WITH PARTICIPANTS
   Participants can learn about the different types of bias in two ways:
   - Watching the “50 Ways” video
   - Reading the definition cards

   Both options are found on the Bias Overview page. Decide which option works better for your group in advance. If you choose the video option, test it in advance to ensure that it plays properly.

4. DECIDE WHICH CARDS TO USE
   We recommend starting on the How it works page to give participants a sense of what to expect.
1. How it works (~2 min)

**WHAT THEY’LL SEE**

![Diagram](image)

**WHAT YOU’LL SAY**

1. "Welcome to this session of 50 Ways to Fight Bias developed by LeanIn.Org."

2. "My name is _______ and I’ll be moderating today’s activity."

3. "Research shows bias is holding women back in the workplace. Our aim for this session is to learn what bias is, how it arises, and what we can all do to combat it at work."

4. Give an overview of the different parts of the activity:
   - "In today’s activity, we’re going to first lay some ground rules and learn about different types of bias."
   - "After that, we’ll spend most of our time sharing our reactions to common situations involving bias. We’ll also hear what the research recommends for addressing them."
   - "Finally, we’ll commit to taking one action so that bias in the workplace is less widespread."
2. A few reminders (~5 min)

**WHAT THEY’LL SEE**

A few reminders

<table>
<thead>
<tr>
<th>Women face biases due to their race, sexuality, and other aspects of their identity.</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Women can experience biases because of their race, sexuality, age, religion, and other aspects of their identity. When these biases are compounded, the discrimination people experience is even worse. This is called intersectionality, and it applies to men, too.”</td>
</tr>
<tr>
<td>We all fall into bias traps.</td>
</tr>
<tr>
<td>“People of all genders can consciously or unconsciously make biased comments or behave in other ways that disadvantage women.”</td>
</tr>
<tr>
<td>Knowing that bias exists isn’t enough—commit to take action.</td>
</tr>
<tr>
<td>“We all need to look for bias and take steps to counteract it. That’s why these cards outline specific examples of bias against women with clear recommendations for what you can do.”</td>
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<tr>
<td>Stories should be anonymous.</td>
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<td>“When sharing stories about seeing or experiencing bias, don’t use people’s names.”</td>
</tr>
<tr>
<td>Give people the benefit of the doubt.</td>
</tr>
<tr>
<td>“Remember that everyone is here to learn and do better—and an open and honest exchange is part of that process.”</td>
</tr>
<tr>
<td>Some situations may be difficult to hear.</td>
</tr>
<tr>
<td>“Be mindful that some of the cards describe situations that may be sensitive or painful for participants.”</td>
</tr>
</tbody>
</table>

**WHAT YOU’LL SAY**

Read these reminders aloud (or paraphrase them in your own words) to set ground rules for the group’s discussions.

1. Women face biases due to their race, sexuality, and other aspects of their identity.
   “Women can experience biases because of their race, sexuality, age, religion, and other aspects of their identity. When these biases are compounded, the discrimination people experience is even worse. This is called intersectionality, and it applies to men, too.”

2. We all fall into bias traps.
   “People of all genders can consciously or unconsciously make biased comments or behave in other ways that disadvantage women.”

3. Knowing that bias exists isn’t enough—commit to take action.
   “We all need to look for bias and take steps to counteract it. That’s why these cards outline specific examples of bias against women with clear recommendations for what you can do.”

4. Stories should be anonymous.
   “When sharing stories about seeing or experiencing bias, don’t use people’s names.”

5. Give people the benefit of the doubt.
   “Remember that everyone is here to learn and do better—and an open and honest exchange is part of that process.”

6. Some situations may be difficult to hear.
   “Be mindful that some of the cards describe situations that may be sensitive or painful for participants.”
3. Review the types of bias (~10–15 min)

WHAT THEY’LL SEE

Bias Overview
This activity covers the five most common types of bias women face and addresses the concept of intersectionality. If you choose not to play the 50 Ways video, use the slides below to read the definitions.

WHAT YOU’LL SAY AND DO

Help participants build foundational knowledge about the most common biases women experience.

1. “Before we start the activity, let’s review the common biases women experience.”

2. Lead the group in learning about gender bias:
   a. Video option: play the 50 Ways video for the entire room now. It’s about 12 minutes long.
   b. Non-video option: have participants take turns reading the bias types aloud on the Bias Overview page.

4. Choose a set

WHAT THEY’LL SEE

Choose a set
Over 50 specific examples, covering workplace scenarios where bias can appear, bring, promoting women and people with disabilities, and creating & promotions. They have been broken up into sets of 7 exercises.

WHAT YOU’LL DO

Choose one of four sets to present or create your own set. The sets provided all share the same format (3 icebreakers, 15–16 situation discussions, 1 closing activity) but have unique content. Follow the instructions provided on the set customization page to develop your own set.
5. Warm up the room (~5–10 min)

**WHAT THEY’LL SEE**

[Image: A card with a question on it: How many times more often do men interrupt women than other men?]

**WHAT YOU’LL DO**

Challenge the group to guess the findings of some of the most surprising research on bias against women in the workplace.

1. Read the prompt to the group.
2. Instruct the audience to guess the answer in small groups.
3. Click on the arrow button to reveal the answer.
6. Discuss situations and solutions (~30–60 min)

**WHAT THEY’LL SEE**

![Image](50 WAYS TO FIGHT BIAS Moderator Guide & Speaker Notes)

**WHAT YOU’LL DO**

1. Have a participant read the situation aloud to the group.

2. Prompt participants to share with the group what they would do in this situation. You can use any of the following prompts (or your own):
   - Has anyone experienced something like this before?
   - How would you respond in this situation?
   - How do you think bias is involved here?

3. Ask follow-up questions to dive deeper. Examples:
   - How did that make you feel?
   - What do you wish your peers had done to help you in this situation?
   - What would you do differently if this happens again?

4. After the discussion, read WHAT TO DO (or paraphrase in your own words) aloud to the group.

5. Read WHY IT HAPPENS (or paraphrase in your own words) aloud to the group.

6. Continue through as many of these situations as you can until there are only 10 minutes remaining in the session.
7. Commit to one action (~5–10 min)

**WHAT THEY’LL SEE**

As a closing activity, participants will commit to one action they can take to address gender bias in their workplace.

> "Today you’ve heard about a lot of different actions you can take to fight bias in your workplace. Now it’s time to put what you’ve learned into practice."

1. “Think of one thing you’re going to do when you see bias at work—or one thing you learned that you’re going to share with others. Write it down. This is your ‘one action.’"

2. Give people 5–10 minutes to share their one action with their small group.

3. After everyone has shared, wrap up and thank participants for sharing their personal experiences.

**WHAT YOU’LL SAY**

"Today you’ve heard about a lot of different actions you can take to fight bias in your workplace. Now it’s time to put what you’ve learned into practice."

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