

# MODERATOR GUIDE



## MEETING OVERVIEW

Today you'll practice using the strategies you've learned to navigate a variety of different workplace situations.

1. **Before you get started**, read all the way through this moderator guide and the accompanying slides so you know what to expect. You can print this guide for reference, or keep it open in a window on your computer.
2. **Read our Circle Fundamentals out loud** to remind everyone of our shared values:
  - *Confidentiality*: What happens in our Circle stays in our Circle. Trust is crucial.
  - *Communication*: Share openly and honestly. Listen with empathy, and make sure everyone gets a chance to speak.
  - *Commitment*: Be fully present and ready to engage.

### 3. Check in with each other (20 minutes)

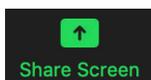
Use the conversation starters below or make up your own. Try to stick to 30 to 45 seconds per person—to make sure everyone has a chance to speak, avoid slipping into conversation.

- My week has been...
- I'm looking forward to...
- I'm struggling with...
- Something that's been on my mind is...
- My update on my One Action from last month is...

**OR** Go around your Circle and have each member share an update on how they're feeling using the traffic light colors:

- Green (mostly good)
- Yellow (mixed feelings, unsure, or just OK)
- Red (mostly not doing great)

If they want to, members can also briefly share why they're feeling that way.



[START sharing the deck for Meeting 11 using Zoom's screen share feature](#)

4. Ask a volunteer to read the important reminders from slide 2 of the meeting deck.

WHAT THEY'LL SEE	WHAT YOU'LL SAY
	<p>Reminders:</p> <p><b>It's important to report serious concerns to a trusted authority.</b> If you ever feel that you are unsafe or that you can't perform your job, bring your concern to a jobsite safety officer, union steward, or another authority figure you trust.</p> <p><b>These activities focus on strategies you can start using right now.</b> We wish we didn't need to share these recommendations—but until there is true equality for women at work, you can use these strategies to confront everyday sexism and gender bias.</p> <p><b>There is no one "right" way to confront bias.</b> If you have other strategies, feel free to share them with everyone.</p> <p><b>Bias isn't limited to gender.</b> Women also experience biases due to their race, sexuality, a disability, or other parts of their identity.</p>

5. Introduce today's activity (5 minutes), referring to slide 3 in the meeting deck.

WHAT THEY'LL SEE	WHAT YOU'LL SAY
	<p>Today, we'll review the strategies we've learned for navigating bias and talk about how we might apply them in a variety of situations.</p> <p>We have six new situations to discuss today. Each situation is related to one of the concepts we've discussed over the past six months: the Only experience, being taken seriously, and asking for what you need.</p> <p>I'll read a situation aloud and ask for a volunteer to read an explanation of why it happens.</p> <p>We'll have a minute to think about how we'd use the strategies we've discussed in this situation.</p> <p>I'll ask a few people to share their approach with the group.</p>

- Review all 16 strategies for navigating bias, referring to slide 4 in the meeting deck. Give members about a minute to read through all the strategies before starting the activity.

WHAT THEY'LL SEE	WHAT YOU'LL SAY
	<p>Before we start the activity, here's a review of all the strategies we've discussed.</p> <p>Take a minute to read through the list and refresh your memory.</p>

**TIP:** Encourage Circle members to write down new strategies as they're introduced in each meeting. They can do this in a notebook, in a notes app on their phone, or in a blank document on their computer.

- Go through the activity (45 minutes), following the steps above and referring to slides 5–10 in the meeting deck.

- 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 at your jobsite or to practice a new skill. And be ready to tell the group about your progress at your next meeting!

- Wrap up and remind members of next steps**

End the meeting by thanking members for their participation and scheduling your next meeting. You can also remind members that they'll receive a summary of the next meeting in an email from Lean In.