Leadership Fundamentals for Black Women

Lean In Circle Playlist Kickoff Guide
We'll be working through a curriculum of research-backed strategies to help us succeed in the workplace. Each month, we'll watch a video and work through an accompanying discussion guide specifically designed for Black women.

- Month 1 (we are here): Connecting with your Circle
- Month 2: How to get the recognition you deserve at work
- Month 3: How to become a transformational leader
- Month 4: How to make assertiveness work for you
- Month 5: How to negotiate—and get what you ask for
- Month 6: How to find sponsors who'll accelerate your career
- Month 7: How to respond to microaggressions
- Month 8: How to handle being the only one in the room
- Month 9: Celebrating with your Circle (Looking Back and Next Steps Guide coming soon)
### Meeting agenda

**Introduction**

- **5 mins**

**Icebreaker**

- **10 mins**

**Agree to Circle Fundamentals**

- **10 mins**

**Connection Card activity**

- **45 mins**

**Wrap-up: Decide how you’re going to run your Circle**

- **10 mins**

**One Action**

- **10 mins**

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For Circles with only 60 mins, here are suggestions to shorten this agenda:

- Spend 5 mins on the icebreaker
- Spend 5 mins on Circle Fundamentals
- Spend 30 mins on the Connection Card activity
- Spend 5 mins on the wrap-up
**Why are we here?**

- As Black women in white-dominated workplaces, we’re at risk of facing racism combined with sexism when we show up for work each day.¹ We’re often unfairly overlooked or disrespected, despite our many accomplishments.²

- But the story of Black women at work is also one of resilience. In spite of the challenges and barriers in our way, we have accomplished so much and continue to make amazing strides.

- We are ambitious, and our drive to succeed is often not just for ourselves, but also to lift up our communities.

- For us to have a fair chance at work, we need companies and leaders to take action against systemic racism and sexism.

- But in addition, research shows there are steps we can take to help ourselves thrive at work and get the recognition we deserve without having to work a lot harder to prove ourselves.

- That’s what this Circle is for: We can come together to learn about research-backed strategies to succeed while offering peer mentorship and validation.

- [Here, the Circle Leader can say a bit about why you created this Circle]
What are some of the benefits of Circles?

- 86% of women in Circles attribute a positive life change to their Circle.
- Peer mentorship has many benefits: It helps build skills, expertise, and empathy with others.
- Sharing stories and advice with other Black women tends to be especially helpful, as the conversations are likely to be more validating and helpful when they’re with others who closely share your identity.

What are the goals for this meeting?

- Getting to know one another better and lay the groundwork for a successful Circle
- Agree to a set of values for our Circle
- Make a few key decisions on how we’re going to run our Circle
An icebreaker is a great way to get people talking. Given that this is your first meeting, start by going around your Circle and introducing yourself as if you’re meeting everyone for the first time (even if you’re not):

- My name is …
- Something that brings me joy is …
- I joined this Circle because …
Read the statements below aloud to your Circle:

You’ll get the most out of your Circle if you feel like you can be vulnerable and safe. To facilitate that, we ask you to make certain commitments to each other—the Circle Fundamentals. We’ve seen these values help to create thousands of successful Circles.

Read and discuss our Circle Fundamentals below. If they don’t feel quite right for your Circle, take some time to adjust them together. Once everyone is ready, go around your Circle one by one and commit to them with a quick thumbs-up or “I’m in.”

1. **Confidentiality:** What happens in your Circle should stay in your Circle

2. **Compassion:** Practice empathy, consider different perspectives, and try your best to express yourself openly and sincerely

3. **Communication:** Listen with intent and make space for everyone to talk without distraction or interruptions

4. **Commitment:** Everyone should be invested in your Circle’s success—this means showing up to meetings and being fully present

You may also want to re-read these fundamentals at the start of each Circle meeting.
Connection Card activity  45 mins

This activity features a series of connection questions to get to know one another on a deeper level in a short amount of time. They are focused on sharing personal stories and benefiting from each other's ideas, experiences, and support!

- Designed in partnership with Carole Robin at Stanford and Black women on the Lean In team
- Important to do this in the first meeting, as it is a way to build a level of connection and vulnerability, being as open and honest with each other as we can, that will benefit us all in subsequent meetings

Instructions:

- If you have the meeting guide printed out on paper, cut out the questions on the dotted lines, fold them up, and place them in the middle of the table.
  ○ Take turns drawing a question and answering.

- If members are viewing the meeting guide on their phones, take a moment to have members review the questions and encourage them to answer the question that speaks most to them.

- It’s fine to skip a question and move to the next one if you don’t feel you have a good answer.

- When everyone has answered one question, go around the Circle one by one and answer a second.
Connection questions:

1. How has your upbringing shaped the way you show up at work?

2. What is one thing you wish people who do not identify as a Black woman understood about being a Black woman in the workplace?

3. What is one thing that you did not expect to experience as a Black woman in the workplace, but experienced anyway?

4. What is one challenge you've faced at work specific to being a Black woman, and how have you overcome it?

5. Tell us about a time when you felt connected to your identity as a Black woman.

6. What does being Black mean to you?

7. Has your relationship with your Black identity changed over time? How so?

8. What is your favorite thing about holding your identity as a Black woman?

9. What is one piece of advice you would give to other working Black women?

10. When have you felt most supported at work as a person with your identity?

11. When have you felt most powerful?

12. What are you most proud of?

13. What do you most regret?

14. Tell us about a time when you overcame adversity.

15. What are the three things you most value? How does your daily routine align with these values?

16. Who's had an impact on your life whom you haven’t thanked? Why?

17. Who do you most admire and why?

18. Who do you most envy and why?

19. If you could give one piece of advice to your younger self, what would it be?

20. How would your closest friend describe you?

21. If you had to describe your life in three sentences, what would you say?

22. What is one thing in your life that you wish you could change?

23. What brings out the best in you?

24. A year from now, what will you wish you had done today?

25. If there was one more hour in the day, what would you spend it on?
Reflect on the exercise together

- As a full group, discuss the following questions, allowing people to contribute as they are moved to share:
  - Did the questions help you to feel a connection with other members of the Circle? How so?
  - Did you learn anything about yourself or others that you didn’t expect?
  - Did you feel like you were able to open up, share, and be vulnerable with the group?
  - What (if anything) got in your way of opening up and sharing?
Wrap-up:
Decide how you’re going to run your Circle 10 mins

- **Discuss with your Circle members whether there is a date and time that works best for everyone to schedule your upcoming meetings for.** For example, you may choose to meet for one hour on the first Monday of every month. Once you agree on a time that works, we recommend scheduling a series of meetings in advance so the time is held on everyone’s calendars.

- **Decide how you will stay in touch between meetings.** For example, you may decide to set up a WhatsApp or text group, connect on social media, or stay in touch over email. Circle members tell us they get the most out of their Circle when they have a chance to connect with each other between their meetings as well, to share resources and cheer each other on.

- **Decide whether you will have one Circle Leader who runs every meeting or whether you would like to rotate the role of who leads the Circle each month.** We have seen both approaches work well. However, we recommend that one person takes the lead on logistics to make sure the meetings are scheduled even if you rotate who facilitates the conversation each month.

- **Before you break, make sure you have the basics covered for your next meeting:** day, time, location, and what topic you’ll be discussing.

- **If there’s time, you may also want to talk through what worked—and what didn’t—in today’s meeting and brainstorm improvements going forward.**
Think about one concrete action (big or small) you’ll do to step outside your comfort zone or try something new in the next 30 days.

○ Did any of the Connection Cards resonate with you today? Identify an action you can take before the next meeting related to this card.

○ For example, you might say, “The card that read ‘Who’s had an impact on your life whom you haven’t thanked?’ made me think of my college research mentor. I plan to send her a card thanking her for her mentorship and sharing how it continues to impact me.”

Go around your Circle and share your One Action with the group (1 minute or less per member).

Vocalizing your One Action to your Circle will help hold you accountable, giving you the little extra push you need to go for it.

When you meet next time, you can check in on each other’s progress.

Congratulations on a great meeting!

Endnotes

1 We know that Black women face similar biases whatever their heritage and background. However, how your personal experience of these biases can vary depending on whether you or your parents are recent immigrants from the African continent, or are from a family that has lived for several generations in a white-majority country.
