How to Navigate Workplace Bias

Lean In Circle Playlist Kickoff Guide
What to expect from this playlist:
Seven-month overview

We’ll be working through a curriculum of research-backed strategies to help us overcome bias and support other women in the workplace. Each month, we’ll watch a video and work through an accompanying discussion guide.

- Month 1 (we are here): Connecting with your Circle
- Month 2: How to get the recognition you deserve at work
- Month 3: How to respond to microaggressions at work
- Month 4: How to make assertiveness work for you
- Month 5: 5 ways to intervene when other women face disrespect
- Month 6: 4 ways to be an ally to other women
- Month 7: Celebrating with your Circle (Looking Back and Next Steps Guide coming soon)
**Meeting agenda**  
*approx 90 mins*

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
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<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>5 mins</td>
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<tr>
<td><strong>Icebreaker</strong></td>
<td>10 mins</td>
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<tr>
<td><strong>Agree to Circle Fundamentals</strong></td>
<td>10 mins</td>
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<tr>
<td><strong>Connection Card activity</strong></td>
<td>45 mins</td>
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<tr>
<td><strong>Wrap-up: Decide how you’re going to run your Circle</strong></td>
<td>10 mins</td>
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<tr>
<td><strong>One Action</strong></td>
<td>10 mins</td>
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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
Introduction

Read the sections below aloud to your Circle so that everyone starts the meeting with a shared sense of purpose:

Why are we here?

- As working women, we continue to face hurdles that men do not face. Around the world, we’re still paid less than men for the same work.¹ When we negotiate, we often receive less than men do—even when we use the same language for our request.² Our competence may be questioned, we’re expected to do more office housework, and we’re criticized more often for how we present ourselves.³

- These hurdles are higher if we’re from a traditionally marginalized group. Women of color in white-dominated contexts, women with disabilities, or individuals with an LGBTQ+ identity are likely to face added layers of bias and prejudice.

- But we overcome these barriers every day and have risen to the top in so many fields.⁴ We’re also more likely than men to stand up for each other and for what’s right. Women in leadership invest more time and energy than men at their level in allyship and in diversity, equity, and inclusion.⁵

- We need companies and leaders to stand up and take action against gender bias. But research shows there are also steps we can take to help ourselves and other women overcome bias and thrive at work.

- 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.

- The six-month playlist will help you learn more about how to respond to gender bias when you face it yourself. It will also help you learn how to be a better ally to other women.
Why are we here?

- This is critical, because while many women wish to be allies, they often don’t see bias against women who are different from themselves. Fortunately, you can close this gap: You can learn more about the challenges faced by women of different identities. And it’s vital that you do. If you have more privilege due to your identity—for example, if you’re white and you know a woman of color whose talents are going unrecognized—you’ll often be the best person to speak up.

- [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 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 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**, go around and answer the questions in order.
- 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 until you run out of time.

Continue activity on next page
Connection questions:

1. How has your childhood or background shaped the way you show up at work?

2. What is one thing you wish men understood about the experiences of working women?

3. What is one thing that you didn’t expect to experience as a woman in the workplace, but experienced anyway?

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

5. Tell us about a time when another woman supported you at work.

6. When have you felt most powerful?

7. What are you most proud of?

8. What do you most regret?

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

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

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

12. Who do you most admire and why?

13. Who do you most envy and why?

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

15. How would your closest friend describe you?

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

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

18. What brings out the best in you?

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

20. 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

- **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.**
One Action  

- 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
