



## Facilitator Guide

### Description

*“Time to Understand”* focuses on two co-workers who share their story about antisemitism, the prejudice against or hatred of Jewish people, and how these acts can manifest as forms of physical attacks or expression of negative stereotypes. Each share how antisemitic words and actions, some linked to stereotypes and bias, have impacted them personally and professionally. Participants will be presented with what antisemitism is, the toll it can take in the workplace and the community, and steps we can take to counter it.

### Objectives

Participants will be challenged to:

- Begin new dialogues on issues facing our co-workers and our community
- Learn how to be brave (*as we listen to David's and Caryn's stories and others' sharing within their debrief discussions*) and lead from where you are
- Support Ameren's efforts to build a more inclusive workplace and community

### Target Audience

This program is intended for groups, organizations and people interested in building inclusive communities through dialogue and discussion.

### Tips for Facilitating

As a facilitator, your role is to encourage discussion. Considering the opinions and points of view presented in this presentation, focus discussion on those conversations and thoughts that affect inclusion, respect, and valuing others. To best facilitate the discussion, **carefully review the video and prepared materials in advance of presentation.**

## Guidelines:

- Review all presentation materials and the video in advance of your session.
- As you begin the session, establish ground rules for sharing (**see *Ground Rules Samples***).
- Stress the need to be respectful of others.
- Set expectations for the session by sharing the objectives (**see *Objective Section above***) and agenda.
- Actively manage time to allow sufficient discussion of the topics highlighted in the video.
- You may encounter off topic comments in your session. Prepare to steer the conversation back on topic. An example of something you could say might be “***That is an interesting comment. Let’s discuss it further after the session to allow time to cover discussion items more directly related to the video.***”
- At the conclusion of the session, thank everyone for their participation.

## Materials and Equipment Needed

Presentation: “*Time to Understand*”

Click on link: [Time to Understand](#)

**Wi-Fi or data connection is needed to view video**

Laptop with Video Screen for showing video via virtual platform (*i.e., Skype or Microsoft Teams Applications*)

Facilitator Guide

Participant Booklet

PowerPoint Presentation

## Time Requirements

Skype or Teams Meeting Log-in Preparation: 5 - 10 minutes

Video: 10:29 minute runtime

Discussion Time: 30 - 40 minutes

## Presentation

### Introducing the Program

Welcome participants. Explain that the story they are about to hear focuses on how antisemitism is a prevalent issue that faces Jewish people in every walk of life. It features two Ameren co-workers. Each share their experience as a Jewish person, overcoming the challenges of antisemitism, and steps we can take to learn to talk about antisemitism, to be more inclusive, and courageous.

As a facilitator, your role is to encourage discussion. Considering the opinions and points of view presented in this presentation, focus discussion on those conversations and thoughts that affect inclusion, respect, and valuing others.

Tell the group that you will be asking questions following the video.

### Provide Sample Ground Rules for StoryCast Discussion

Facilitators, encourage people to be involved as active listeners and participants. No one else knows another person's thoughts and personal experiences as well as that person. Suggested ground rules are below. The bracketed portions are optional, so, feel free to include or not.

Participate	I encourage you to participate. [You will find you will get more out of the program, likely, enjoy it more and hopefully, even have a little fun.] <i>Note to Facilitator: give advance notice that you will be calling on co-workers by name to ensure you have their attention and to avoid embarrassing co-workers.</i>
Respect	We expect everyone to be respectful. [Not everyone may agree with each other, but when we are respectful, we live up to our company's values. With respect, we establish, maintain and even improve the way we relate to one another.]
Open	We hope you will be open.
Educate	We're here to learn and to inform, but we are all students of diversity, equity and inclusion. [Some may not have any experience participating in discussions of this nature or on these topics. And some may not have done so in a work environment. So, we expect understanding as we learn and find ways to talk about these issues, because some of us may not feel we have the "right" words to share our thoughts.]
Share	Sharing our experiences, respectfully, can help us connect with each other. Doing so, also can help us build trust.

As you ask questions, remember to allow people time to think before they respond. Do not jump in too quickly with your own answers. The role of the facilitator is to generate discussion. Ideally, you will be neutral and not share your perspective.

## **Group Discussion**

For large audiences (more than 10-12 people), consider dividing into smaller groups to discuss questions. Key points from each small group can be shared with the larger group and captured on the flip chart at the conclusion of their discussion

## Discussion Questions

1. What were some of the messages you heard in the video related to courage and inclusion?

### Possible Answers:

- Courage asks us to take what is different and sometimes uncomfortable and make it a part of how we do business, a part of our culture and a part of who we trust and rely upon.
  - Inclusion involves being welcoming to others, as well as being open to learning different ways of doing things.
  - Courage includes the moral strength to persevere difficulty or fear.
  - Courage is the ability to do something that you know may be difficult; yet, you are open to learning different ways of doing things.
  - It's important to get involved and be active – one voice heard can make a difference.
2. Can you share a time when you have experienced demeaning or a stereotypical comment? How did you respond? What would you do differently if it happened again?

### Possible Feedback:

- Requires personal responses from participants
3. David stated it is his responsibility to cast the right shadow as a leader and be vulnerable to address stereotypical comments and actions. Share a time in which you spoke up against a biased or stereotypical comment. What is the impact to your work team, your community, or your organization if people remain silent?

### Possible Answers:

- You set the tone for your team. As the saying goes, *'What is allowed is what will continue.'*
- Consider the harm that starts with silence. When faced with inappropriate behavior, don't let inaction condone discrimination.
- Confronting racism candidly, in an appropriate, confidential setting, can help in attaining better *understanding* and *encouraging new behavior*. Understanding how words (and actions) can do harm—even unintentionally—can shed a non-confrontational light on unwanted actions.
- By engaging in open dialogue and developing a shared understanding that inclusion takes commitment and hard work from every member of the team.
- We improve our results by being more inclusive and bringing different experiences and perspectives to the table.

4. Caryn stated "*standing up against intolerance or racism, or antisemitism can take courage.*" How can we approach a tense situation courageously while still being aligned with your corporate values?

**Possible Feedback:**

- Before entering a courageous conversation, consider a 'fact check'. Be sure what you plan to say is accurate. Look at the situation from different perspectives and make sure you are not being biased.
- Courageous conversations, by nature, are often held in emotionally charged, tense situations. Be sure to acknowledge others – listening to their perspectives and emotions.
- Empathize and offer support while acknowledging the other person's concerns and/or perspective.
- Strategize with team members about what might be done to remove obstacles.
- Lead by example, show others by setting the example and guiding business decisions and empowering co-workers to do the same.
- Setting expectations, providing regular feedback, asking for feedback on your own behavior, and acknowledge behaviors that demonstrate our values can help motivate team members to do the same.
- Make every co-worker feel like a part of the team. Team members who feel they are an integral part of the team are more likely to live out your organization's values.

## Review Objectives

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## Closing Comments

Conclude the session by sharing your organization's or group's policy statement or position on diversity. Be sure to thank the participants for their contributions to discussions and for their time.

## Survey

Please take a few minutes to complete a brief survey on *The Courage to Live Your Values in Uncertain Times* video series:

Click on link: <https://www.surveymonkey.com/r/2021DiscussionsAcrossDifferences>

***Let's keep the dialogue going.***