

The
Courage
To Live Your Values

DIVERSITY, EQUITY, AND INCLUSION
WOMEN IN THE WORKPLACE

Facilitator's Guide

Description

"Women in the Workplace." focuses on the barriers and successes women face in their careers and the solutions to overcome them. Participants will be encouraged to examine what steps are needed to create an inclusive culture for co-workers to feel supported.

Objectives

This video is intended to build awareness of diversity, equity and inclusion by encouraging discussions about:

- "Thinking outside the box" when looking for ways to be accepting of differences.
- Understanding how experiences shape perspectives and biases.
- Understanding the value of being advocates for our team members.

Target Audience

This program is intended for groups, organizations and people interested in building inclusive teams and 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 video, 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

Video: "Women in the Workplace"

Click on link: [Women in the Workplace](#)

Wi-Fi or data connection is needed to view video

Laptop with Video Screen, or Room with Projector and Screen for showing video

Facilitator Guide

Participant Booklet

PowerPoint Presentation

Time Requirements

Room Set-Up: 5 minutes

Video: 6:45 minute runtime

Discussion Time: 30 - 40 minutes

Presentation

Introducing the Program

Welcome participants. Explain that the story they are about to hear focuses on courage and equity. Equity asks us to look at what the other person has, not what we have. It is the fair treatment, access, opportunity, and advancement for all people, while at the same time making great efforts to identify and eliminate barriers that have prevented the full participation of others. Equity challenges us to ask "***What do each of us need to be successful at what we're doing?***" *Women in the Workplace* features four Ameren co-workers, sharing their experiences, successes and challenges. Through their words, actions, and innovative ideas, you'll hear how they approached changes in their lives and are redefining the workplace. Ask participants to be thinking about the messages shared and what it means to them.

Give advanced notice that there will be questions following the video for discussion and learning.

Provide Sample Ground Rules for Clips Discussion

Facilitators, encourage people to be involved as active listeners and participants. No one else knows a person's thoughts and 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.]

Respect We expect everyone to be respectful. [Not everyone may agree with each other, but when we are respectful, 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. [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 how 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 another question. . The role of the facilitator is to generate discussion. Ideally, you will be neutral and not share your perspective.

❖ **View Video** (Run Time: 6:45)

❖ **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 Cody, Jennifer, Drew, and Bhavani shared related to courage and equity?

Possible Answers:

- Inclusion is created when everyone feels seen, heard and valued.
 - Inclusion 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.
 - Through physical and mental challenges one may encounter, it's important to have a network and support system as a resource.
 - Success is being able to have independence knowing you have laid a foundation.
2. Cody and Drew stepped out of their comfort zone by moving into a non-traditional career for women. What were some successes and barriers they experienced?

Note to facilitator: Non-traditional occupation are jobs where women comprise less than 25% of the workforce.

Possible Answers:

- To prepare for her test, Cody rented a back hoe to learn how to effectively use the equipment (as of date, she is the only female Welder in the state of Illinois).
 - Being open to a new career path, Drew found a position she enjoys, is self-sufficient, and is supported by her team.
 - Being a women in a non-traditional role can be intimidating when you are the only one in a group.
 - It takes courage to include others who you are not familiar or comfortable with.
3. All four co-workers shared a time they experienced an assumption being made because of their gender. How can we acknowledge our biases and prevent them from becoming a barrier to learning or supporting others?

Possible Answers:

- Think about how you were raised or how you were socialized and acknowledge whether or not that conditioning has shaped your views or behavior.
- Admit to your biases and understand that each person has a unique set of biases.
- Think about your views or actions towards others in various situations.

4. Encouragement is a critical element of success. Jennifer talked about the male champions at Ameren who play an integral role in promoting diversity, equity and inclusion. How have you or how could you support someone on your team to be successful?

Possible Answers:

- Keeping communication open allows us to learn about concerns of my team members. When we use this opportunity to interact with each other, we discovered new ways of achieving our outcomes more successfully.
- We can show sincere gratitude for the contribution everyone makes to our team and our organization.
- We can empower our team members by giving them the opportunity to not only implement day-to-day tasks but to suggest new ideas and help make them a reality.
- Be cognizant of potential gender biases you may have, for example not assuming women are on a "mommy track." Consider all gender of co-workers similarly (i.e., all parents of young children may want to be home or have more demands at home).

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* video series:

Click on link: <https://www.surveymonkey.com/r/2020DiscussionsAcrossDifferences>

Let's keep the dialogue going.