

MODERATOR GUIDE



MEETING OVERVIEW

Today you'll get to know the members of your Circle and begin to build trust as a group.

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. **Get warmed up with an icebreaker (10-15 minutes)**

Start by introducing yourself (even if you already know some of your Circle members) and answering the questions below. Then, have each Circle member answer the same questions.

TIP: It can be tricky for members to know when to speak in a virtual meeting. To add some structure, try having members introduce themselves in order from most years in the trades to least, or vice versa. You can also have each member pick the next person to speak once they finish their turn (you'll use this method for this week's connection activity).

Hold members to a one-minute time limit—to make sure everyone has a chance to speak, avoid slipping into conversation.


- My name is ...
- My trade is ...
- I got started in this trade when/because ...
- I joined this Circle because ...



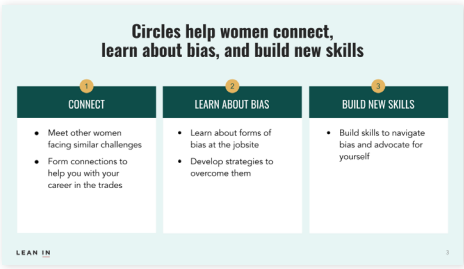
[START sharing the deck for Meeting 1 using Zoom's screen share feature](#)

TIP: To help everyone get to know each other, ask members to update their Zoom display names to include their name, trade, and years of experience. They can do this by clicking on "Participants" at the bottom of the Zoom screen, hovering over their name at the top of the Participants list, clicking "More," and selecting "Rename."

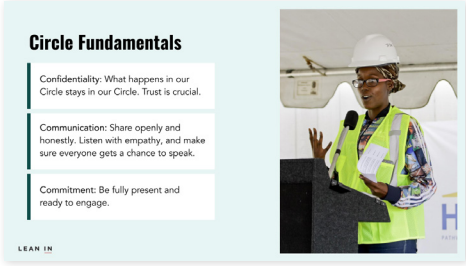
3. **Read the Code of Conduct out loud** from slide 2 of the meeting deck. The Code of Conduct sets out important principles all Circle members should uphold while participating in this program.

WHAT THEY'LL SEE	WHAT YOU'LL SAY
	<p>This is our Code of Conduct, which outlines the basic ground rules we all need to follow to make this Circle a safe space for everyone.</p> <p>Lean In Circles for Union Tradeswomen is committed to providing an environment free from discrimination and harassment. We ask all Circle participants to embrace the values of equity, equality and respect and conduct themselves in these Circles consistent with those values.</p> <p>If you experience discriminatory, harassing or otherwise inappropriate conduct, please email help@nabtu.org with your contact information and a NABTU staff or Tradeswomen committee member will contact you to address your situation.</p> <p>Possible responses to inappropriate conduct may include a warning or expulsion of the alleged offender from Lean In circles and NABTU Tradeswomen events.</p> <p>By participating in this Circle, you are committing to uphold these principles. If you have questions or concerns about these guidelines, please email me after this meeting or reach out to twbn@nabtu.org</p>


4. **Review Program Overview** from slide 3 of the meeting deck.

WHAT THEY'LL SEE	WHAT YOU'LL SAY
	<p>Before we dive into today's activity, I want to share a bit more context about Circles.</p> <p>We have three big goals for our time together. First, we want to connect as people and as tradeswomen — we hope this is a group you can turn to for mentorship, advice, and support.</p> <p>Second, we'll learn about the biases women often face in their workplaces and how they show up specifically at the jobsite.</p> <p>And third, we'll build new skills to challenge bias and advocate for ourselves at work.</p>

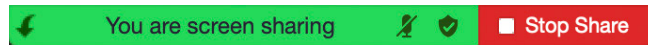
5. Read our Circle Fundamentals out loud from slide 4 of the meeting deck, to remind everyone of our shared values.

WHAT THEY'LL SEE	WHAT YOU'LL SAY
	<p>Circle meetings are about being open and honest. It's important that we all work together to create a safe, supportive space for everyone to share what's on their mind. To do this, we follow three principles:</p> <p>Confidentiality: What happens in our Circle stays in our Circle. Trust is crucial.</p> <p>Communication: Share openly and honestly. Listen with empathy, and make sure everyone gets a chance to speak.</p> <p>Commitment: Be fully present and ready to engage.</p>

6. Read important reminders for your Circle meeting from slide 5 of the meeting deck.

WHAT THEY'LL SEE	WHAT YOU'LL SAY
	<p>Before starting the activity, here are a few things you should know:</p> <p>Your fellow Circle members are here to support you through any challenges you're experiencing at work. However, if you ever feel that you are unsafe or that you can't perform your job, it's important to also bring your concern to a jobsite safety officer, union steward, or another authority figure you trust.</p> <p>The activities we'll do together in this Circle are designed to help you sharpen your strategies for dealing with everyday sexism and gender bias—also known as microaggressions—and to discover new strategies for handling them. We wish we didn't need to share these recommendations, but until there is true equality for women at work, these are practical ways you can start fighting bias now.</p> <p>Many of these activities share strategies for dealing with common situations. The strategies in these activities come from interviews with other women in the trades and from input from a team of gender experts and sociologists. But you may have other—and better—strategies. Please feel free to share them with everyone.</p> <p>Bias isn't limited to gender. Women also experience biases due to their race, sexuality, a disability, or other parts of their identity—and the compounding discrimination can be greater than the sum of its parts. If you feel comfortable during the activity, please share how other aspects of who you are shape your experiences and strategies.</p>

STOP sharing your screen



7. Introduce the connection activity by reading the following guidelines aloud to the group.

For this activity, we'll take turns answering open-ended questions to get to know each other and build trust. Here's how it works:

- I'll start by reading a question aloud and answering it for myself.
- Then, I'll pick someone to go next; that person can answer the same question I did, or ask me to read a different question.
- When that person is done sharing, they'll pick the next person, and so on until we've used all the questions or we have about 20 minutes left in the meeting.
- I'll also share each question in the Zoom chat so everyone can see it.

A few things to keep in mind:

- To make sure everyone has equal time to speak, resist the urge to ask followup questions or start a conversation.
- Feel free to offer encouragement and affirmation when someone finishes speaking.
- Some of the questions touch on times when you've struggled, felt vulnerable, or been disrespected. I hope you'll feel comfortable talking about these experiences within this Circle, but whether and how much you share is always up to you. If you're not comfortable answering one of the questions, just ask for a new question.
- The questions are randomized—I am not picking specific questions for specific people



8. Go through the connection activity using the questions below.



Group activity

Connection questions:

- What are you most proud of?
- What is one thing about yourself that you wish you could change?
- What brings out the best in you?
- What makes you happy? Why?
- What is one thing in your life that you wish you could change?
- Who do you most admire and why?
- How would your closest friend describe you?
- What do you most regret?
- A year from now, what will you wish you had done today?
- Who do you most envy and why?
- If you could give one piece of advice to your younger self, what would it be?
- Tell us about a time when you overcame a challenge.
- When have you felt most powerful?
- If there was one more hour in the day, what would you spend it on?
- If you could ask for anything, what would you ask for and from whom?
- If you had to describe your life in 3 sentences, what would you say?
- What are the three things you most value? How does your daily routine align with these values?
- Who has had an impact on your life who you haven't thanked? Why?
- What makes you sad? Why?

TIP: Encourage members to keep their audio and video on during the activity, if possible, as this encourages more natural interactions—but note that it's perfectly fine to turn audio off if you're in a noisy place, and to turn video off if you're joining over a slow connection or need a moment of privacy.

9. Reflect on the activity as a group (10 minutes)

Once you finish the activity, use the questions below as a framework to discuss how it went. Read each question aloud, and then ask for 1–2 volunteers to share their reflections.

- What helped you share openly with the group?
- What (if anything) got in your way of sharing openly?
- How does this activity or discussion affect what you might think, feel, or do going forward?

10. Commit to a One Action (10 minutes)

Close every meeting with each Circle member committing to a “One Action”— one concrete thing you’re going to do on your jobsite or to practice a new skill before your next Circle meeting.

- **Option 1:** Choose an action based on a thought or a feeling that came up during the meeting’s activity.
 - » For example, you might say, “I will send my mentor a text to reconnect and to thank them for all their support.”
- **Option 2:** Choose something you discussed today that you want to take action on.
 - » For example, you might say, “I am tired of seeing the obscene graffiti at this jobsite. I am going to bring it up to my foreman this week.”

One by one, go around your Circle and share the One Action that you commit to taking before the next meeting. Move quickly from member to member, encouraging each other as you go.

Be ready to tell the group about your progress at your next meeting.

11. Wrap up and remind members of next steps

End the meeting by thanking members for their participation, and remind them that they’ll receive information and materials for the next meeting in an email from Lean In. Try to also schedule the next meeting before you all sign-off.