

MODERATOR GUIDE



MEETING OVERVIEW

Today you'll discuss your experiences working with your crew, on a jobsite, or in your trade—and discover what experiences you have in common with your Circle.

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. **Read our Circle Fundamentals out loud** to remind everyone of our shared values:
 - *Confidentiality*: What happens in our Circle stays in our Circle. Trust is crucial.
 - *Communication*: Share openly and honestly. Listen with empathy, and make sure everyone gets a chance to speak.
 - *Commitment*: Be fully present and ready to engage.

3. Check in with each other (20 minutes)

Use the conversation starters below or make up your own. Try to stick to 30 to 45 seconds per person—to make sure everyone has a chance to speak, avoid slipping into conversation.

- My week has been...
- I'm looking forward to...
- I'm struggling with...
- Something that's been on my mind is...
- My update on my One Action from last month is...

OR Go around your Circle and have each member share an update on how they're feeling using the traffic light colors:


- Green (mostly good)
- Yellow (mixed feelings, unsure, or just OK)
- Red (mostly not doing great)

If they want to, members can also briefly share why they're feeling that way.




START sharing the deck for Meeting 2 using [Zoom's screen share feature](#)

4. Ask a volunteer to read the important reminders from slide 2 of the meeting deck.

WHAT THEY'LL SEE AND READ	
	<p>Reminders</p> <ul style="list-style-type: none"> It's important to report serious concerns to a trusted authority. If you ever feel that you are unsafe or that you can't perform your job, bring your concern to a jobsite safety officer, union steward, or another authority figure you trust. These activities focus on strategies you can start using right now. We wish we didn't need to share these recommendations—but until there is true equality for women at work, you can use these strategies to confront everyday sexism and gender bias. There is no one "right" way to confront bias. If you have other strategies, feel free to share them with everyone. Bias isn't limited to gender. Women also experience biases due to their race, sexuality, a disability, or other parts of their identity.

5. Introduce the shared experiences activity, referring to slide 3 of the meeting deck.

WHAT THEY'LL SEE	WHAT YOU'LL SAY
<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <p>Today's activity: shared experiences</p> <ul style="list-style-type: none"> In this activity, we'll identify experiences we have in common. I'll read a short description of an experience aloud. If you've had that experience, raise your hand or comment in the chat. <p>LEAN IN</p> </div>  </div>	<p>In this activity, we'll identify experiences we have in common. We'll focus on situations that might come up when you're working with your crew, on a jobsite, or in your trade.</p> <p>I'll read a description of each experience aloud—I'll also paste these into the chat so we can all reference them.</p> <p>If you've had an experience, raise your hand or add a comment in the chat.</p> <p>I'll call on 1-2 members who raised their hands and ask them to share a little more about their experiences.</p>

6. Go through the shared experiences activity (60 minutes).

- Read one of the situations below aloud.

TIP: Paste the situation description into the chat after reading it, so everyone can refer back to the full description.

- Pause to let members reflect and raise their hands, and then ask 1-2 members to share their experiences (this should only take a few minutes).
- Repeat this process until you've gone through all the situations or there are only 20 minutes left in the meeting, whichever happens first.

Situations:

- Have you ever been told by a fellow tradesman that he doesn't need help on a task, only to see another man helping him with it later
- Have you ever been the only woman on your crew or at your jobsite
- Have you ever felt watched or under pressure as you performed a task
- Have you ever been given safety equipment that doesn't fit because it's too large or designed for men
- Have you ever been expected to speak for all women, or all women of your race or ethnicity—for example, "Ask Carla, she's a woman."
- Have you ever had a woman foreman or supervisor
- Have you ever surprised the men on your crew by being more skilled than they expected
- Have you ever taught a man you work with how to do a new task.
- Have you ever been told, "Stay here, this is really dangerous," about a task that you have been trained to do and performed before
- Have you ever had a man with less experience or status question your authority
- Have you ever felt that men at your level are given complicated or technical work while you're given easy, repetitive tasks
- Have you ever had others at your jobsite assume you're an apprentice when you're a journeyman
- Have you ever been penalized for a small error that you've seen a man make without penalty
- Have you ever been told to handle tasks like sweeping up or getting coffee when men at the same level are not given those assignments
- Have you ever had a foreman or supervisor insist on only explaining tasks to men
- Have you ever been given less overtime than the men you work with
- Have you ever asked your foreman for a different assignment so you can learn a new skill and been told no
- Have you ever worked on a jobsite lacking a practical necessity, like a women's bathroom or safe changing area
- Had a man in your trade mentor you and invest in growing your skills
- Have you ever been accused of making the men on your crew look bad by doing your job successfully
- Have you ever used humor to gain respect from tradesmen you work with
- Have you ever been told you're being "pushy" or "aggressive" when you're asserting yourself
- Have you ever been told by a man that you should use a different method to do a task, even though it's outdated
- Have you ever had a tradesman support you or take your side in private after staying silent in front of a group of men
- Have you ever had an idea that was ignored when you shared it but that everyone loved when a man repeated it

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

Once you finish the activity, take a few minutes to reflect on how it went. Choose one situation you discussed today and talk about how you will put what you learned into action at work.

8. Commit to a One Action (10 minutes)

At the end of your meeting, go around the Circle and share your “One Action”— one concrete thing you’re going to do to advocate for yourself on your jobsite or in your personal life. And be ready to tell the group about your progress at your next meeting!

9. Wrap up and remind members of next steps

End the meeting by thanking members for their participation and scheduling your next meeting. You can also remind members that they’ll receive a summary of the next meeting in an email from Lean In.

