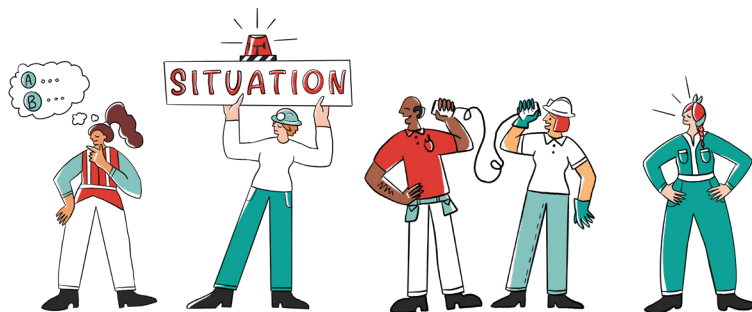


# MODERATOR GUIDE



## MEETING OVERVIEW

Today you'll discuss the experience of having to prove yourself again and again at work and practice ways of handling common situations.

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.

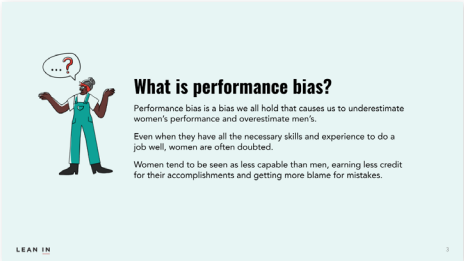


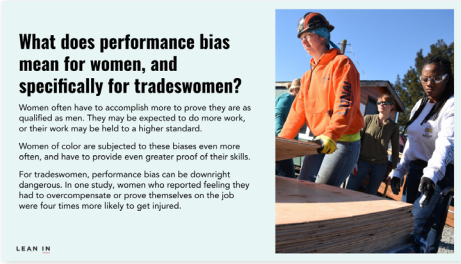
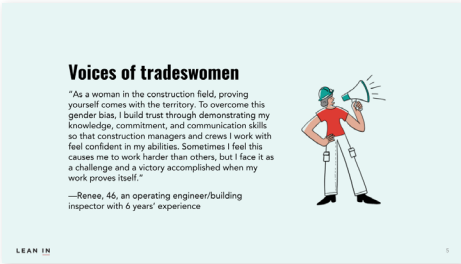
START sharing the deck for Meeting 2 using Zoom's screen share feature

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


WHAT THEY'LL SEE	WHAT THEY'LL READ
	<p>Reminders:</p> <p><b>It's important to report serious concerns to a trusted authority.</b> 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.</p> <p><b>These activities focus on strategies you can start using right now.</b> 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.</p> <p><b>There is no one "right" way to confront bias.</b> If you have other strategies, feel free to share them with everyone.</p> <p><b>Bias isn't limited to gender.</b> Women also experience biases due to their race, sexuality, a disability, or other parts of their identity.</p>

5. Introduce today's topic: performance bias (10 minutes). Go over slides 3-5 of the meeting deck, asking for a volunteer to read the content from each slide:

WHAT THEY'LL SEE	WHAT THEY'LL READ
	<p><b>What is performance bias?</b></p> <p>Performance bias is a bias we all hold that causes us to underestimate women's performance and overestimate men's.</p> <p>Even when they have all the necessary skills and experience to do a job well, women are often doubted.</p> <p>Women tend to be seen as less capable than men, earning less credit for their accomplishments and getting more blame for mistakes.</p>


 <p><b>What does performance bias mean for women, and specifically for tradeswomen?</b></p> <p>Women often have to accomplish more to prove they are as qualified as men. They may be expected to do more work, or their work may be held to a higher standard.</p> <p>Women of color are subjected to these biases even more often, and have to provide even greater proof of their skills.</p> <p>For tradeswomen, performance bias can be downright dangerous. In one study, women who reported feeling they had to overcompensate or prove themselves on the job were four times more likely to get injured.</p> <p>LEAN IN</p>	<p><b>What does performance bias mean for women, and specifically for tradeswomen?</b></p> <p>Women often have to accomplish more to prove they are as qualified as men. They may be expected to do more work, or their work may be held to a higher standard.</p> <p>Women of color are subjected to these biases even more often, and have to provide even greater proof of their skills.</p> <p>For tradeswomen, performance bias can be downright dangerous. In one study, women who reported feeling they had to overcompensate or prove themselves on the job were four times more likely to get injured.</p>
 <p><b>Voices of tradeswomen</b></p> <p>"As a woman in the construction field, proving yourself comes with the territory. To overcome this gender bias, I build trust through demonstrating my knowledge, commitment, and communication skills so that construction managers and crews I work with feel confident in my abilities. Sometimes I feel this causes me to work harder than others, but I face it as a challenge and a victory accomplished when my work proves itself."</p> <p>—Renee, 46, an operating engineer/building inspector with 6 years' experience</p> <p>LEAN IN</p>	<p><b>Voices of tradeswomen</b></p> <p>"As a woman in the construction field, proving yourself comes with the territory. To overcome this gender bias, I build trust through demonstrating my knowledge, commitment, and communication skills so that construction managers and crews I work with feel confident in my abilities. Sometimes I feel this causes me to work harder than others, but I face it as a challenge and a victory accomplished when my work proves itself."</p> <p>— Renee, 46, an operating engineer/building inspector with 6 years' experience</p>

**6. Go through the performance bias activity (60 minutes).** Follow the steps below, referring to slides 6-15 in the meeting deck.

 **Group activity**

- Explain the purpose of the activity: to learn to identify performance bias, and to practice strategies to fight it.
- Read the first situation aloud.
- Discuss the situation as a group, using the prompts on the next slide.

**TIP:** Stop screen sharing during discussion about each situation so members can interact more easily. Then, start screen sharing for the "Why it happens" and "What to do" slides



- Ask for a volunteer to read the explanations on the "Why it happens" and "What to do" slides.
- Repeat these steps for the remaining situations, until you've finished the deck or there are only 20 minutes left in the meeting.

**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. Ask Circle members to choose one situation you discussed today and talk about how they will put what they learned into action at work.

**8. Commit to a One Action (10 minutes)**

At the end of your meeting, go around the Circle and have each member share their "One Action"—one concrete thing you're going to do on your jobsite or to practice a new skill. 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.