

MODERATOR GUIDE



MEETING OVERVIEW

Today you'll learn about the effects of being the only woman at your jobsite or on your crew, and practice strategies for navigating these experiences.

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:

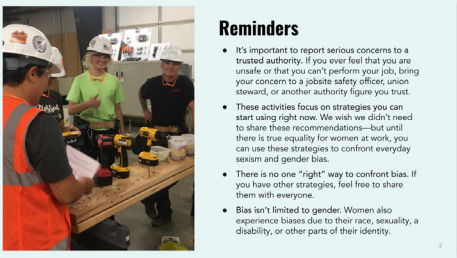
- Green (mostly good)
- Yellow (mixed feelings, unsure, or just OK)
- Red (mostly not doing great)

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

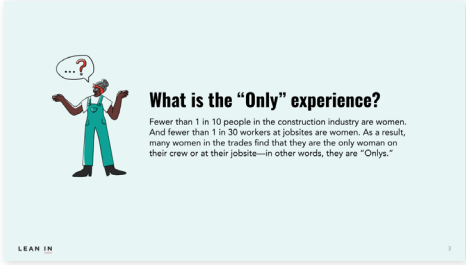


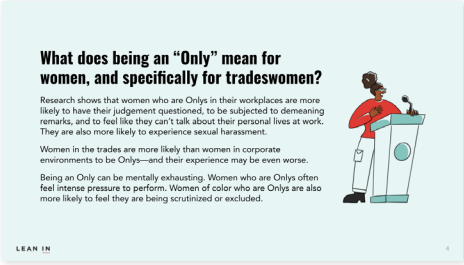

START sharing the deck for Meeting 2 using Zoom's screen share feature

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> <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. 	<p>Reminders:</p> <p>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.</p> <p>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.</p> <p>There is no one "right" way to confront bias. If you have other strategies, 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.</p>

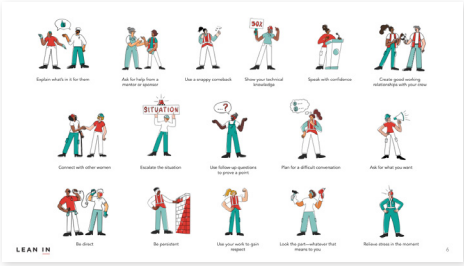
5. Introduce today's topic: **The Only experience (10 minutes).** Go over slides 3-5 of the meeting deck, asking for a volunteer to read the content from each slide:

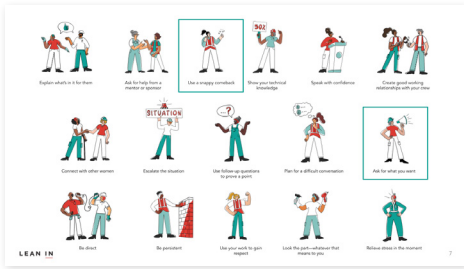
WHAT THEY'LL SEE	WHAT THEY'LL READ
 <p>What is the "Only" experience?</p> <p>Fewer than 1 in 10 people in the construction industry are women. And fewer than 1 in 30 workers at jobsites are women. As a result, many women in the trades find that they are the only woman on their crew or at their jobsite—in other words, they are "Onlys."</p>	<p>What is the "Only" experience?</p> <p>Fewer than 1 in 10 people in the construction industry are women. And fewer than 1 in 30 workers at jobsites are women. As a result, many women in the trades find that they are the only woman on their crew or at their jobsite—in other words, they are "Onlys."</p>

 <p>What does being an “Only” mean for women, and specifically for tradeswomen?</p> <p>Research shows that women who are Onlys in their workplaces are more likely to have their judgement questioned, to be subjected to demeaning remarks, and to feel like they can’t talk about their personal lives at work. They are also more likely to experience sexual harassment.</p> <p>Women in the trades are more likely than women in corporate environments to be Onlys—and their experience may be even worse.</p> <p>Being an Only can be mentally exhausting. Women who are Onlys often feel intense pressure to perform. Women of color who are Onlys are also more likely to feel they are being scrutinized or excluded.</p> <p>LEAN IN</p>	<p>What does being an “Only” mean for women, and specifically for tradeswomen?</p> <p>Research shows that women who are Onlys in their workplaces are more likely to have their judgement questioned, to be subjected to demeaning remarks, and to feel like they can’t talk about their personal lives at work. They are also more likely to experience sexual harassment.</p> <p>Women in the trades are more likely than women in corporate environments to be Onlys—and their experience may be even worse.</p> <p>Being an Only can be mentally exhausting. Women who are Onlys often feel intense pressure to perform. Women of color who are Onlys are also more likely to feel they are being scrutinized or excluded.</p>
 <p>Voices of tradeswomen</p> <p>“I worked for a very small shop of 10 white men. I was the very first woman these gentlemen ever worked with, and as a Latina, the first person outside of their own race. I got ignored a lot of times. One gentleman never talked to me when we worked together. It took about 3 to 6 months to gain their trust.”</p> <p>—Cristina, 47, a plumber with 19 years’ experience</p> <p>LEAN IN</p>	<p>Voices of tradeswomen</p> <p>“I worked for a very small shop of 10 white men. I was the very first woman these gentlemen ever worked with, and as a Latina, the first person outside of their own race. I got ignored a lot of times. One gentleman never talked to me when we worked together. It took about 3 to 6 months to gain their trust.”</p> <p>—Cristina, 47, a plumber with 19 years’ experience</p>

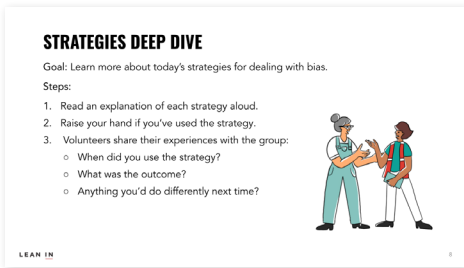
6. Introduce strategies for handling bias at work (5 minutes). In this meeting, you and your Circle members will start learning about general strategies for dealing with bias. You’ll discuss 16 total strategies over the next 6 months, focusing on a few new strategies in each meeting.

Use slides 6-8 of the moderator deck to give your Circle members a preview of all 16 strategies, introduce the strategies you’ll focus on today, and frame the strategies discussion.

WHAT THEY’LL SEE	WHAT THEY’LL READ
 <p>LEAN IN</p>	<p>In a few minutes, we’re going to discuss some specific situations related to the Only experience.</p> <p>First, though, I want to start introducing some general strategies you can use to deal with bias at work.</p> <p>We’ll talk about all 16 of these strategies over the next 6 months.</p>



Today, we're going to focus on just these two strategies: asking for what you want and using a snappy comeback.



Here is how today's activity will work:

I'll read a short description of each strategy aloud, and then ask for two volunteers to read the details.

OR

I'll read a short description of each strategy aloud, and then we'll all take a minute to read the details quietly to ourselves.

I'll ask members who've used this strategy in the past to raise their hands, and invite a few volunteers to share their experiences.

We'll go through these steps for both of today's strategies.

TIP: Encourage Circle members to write down new strategies as they're introduced in each meeting. They can do this in a notebook, in a notes app on their phone, or in a blank document on their computer.

7. **Discuss this month's strategies (20 minutes)**, following the steps above and referring to slides 9-12 of the meeting deck.

8. **Introduce today's activity (5 minutes)**, referring to slide 13 in the meeting deck.

WHAT THEY'LL SEE	WHAT THEY'LL READ
	<p>For the rest of today's meeting, we're going to practice applying these two strategies to situations that come up when you're the only woman on a crew or at your jobsite.</p> <p>I'll read a situation aloud and ask for a volunteer to read an explanation of why it happens.</p> <p>We'll have a minute to think about how we'd use one of the strategies in this situation, and then I'll ask a few people to share their approach with the group.</p> <p>We have four different situations to discuss, so we'll go through these steps four times.</p>

9. Go through the activity (30 minutes), following the steps above and referring to slides 14-17 in the meeting deck.

10. 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 at your jobsite or to practice a new skill. And 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 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.