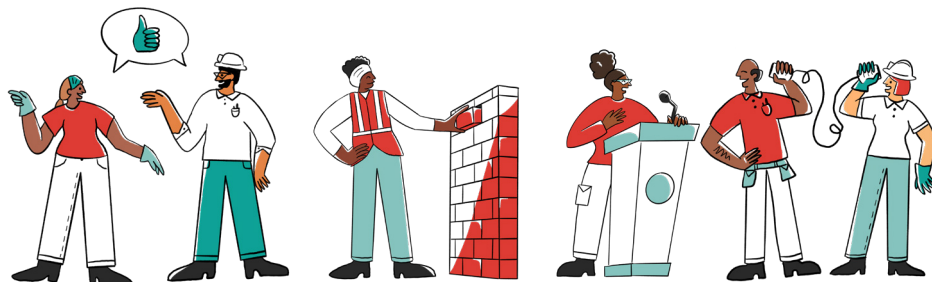


# MODERATOR GUIDE



## MEETING OVERVIEW

Today you'll learn about the power and importance of asking for what you need—and have earned—from your supervisors and fellow crew members, and you'll practice strategies for approaching these conversations.

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:

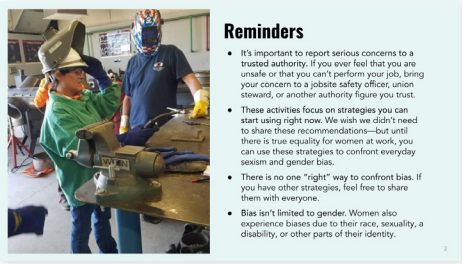
- Green (mostly good)
- Yellow (mixed feelings, unsure, or just OK)
- Red (mostly not doing great)

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

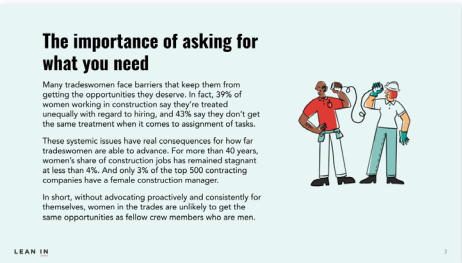


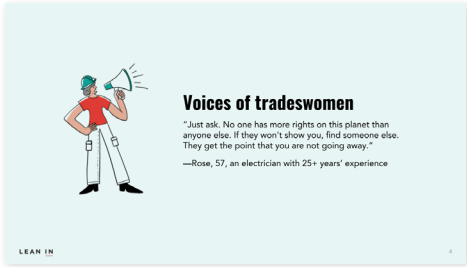
START sharing the deck for Meeting 9 using Zoom's screen share feature

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

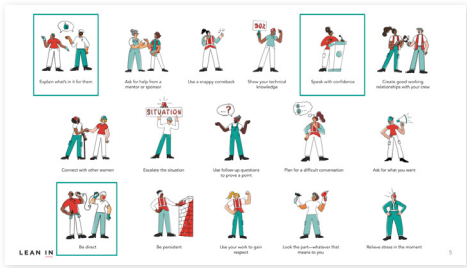
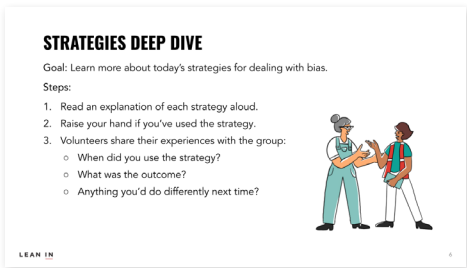
WHAT THEY'LL SEE	WHAT YOU'LL SAY
 <p><b>Reminders</b></p> <ul style="list-style-type: none"> <li>It's important to report serious concerns to a trusted authority. If you ever feel that you are unsafe or that you can't perform your job, bring your concern to a jobsite safety officer, union steward, or another authority figure you trust.</li> <li>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.</li> <li>There is no one "right" way to confront bias. If you have other strategies, feel free to share them with everyone.</li> <li>Bias isn't limited to gender. Women also experience biases due to their race, sexuality, a disability, or other parts of their identity.</li> </ul>	<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: Asking for what you need (and have earned) (10 minutes). Go over slides 3–4 of the meeting deck, asking for a volunteer to read the content from each slide:

WHAT THEY'LL SEE	WHAT YOU'LL SAY
 <p><b>The importance of asking for what you need</b></p> <p>Many tradeswomen face barriers that keep them from getting the opportunities they deserve. In fact, 39% of women working in construction say they're treated unequally with regard to hiring, and 43% say they don't get the same treatment when it comes to assignment of tasks.</p> <p>These systemic issues have real consequences for how far tradeswomen are able to advance. For more than 40 years, women's share of construction jobs has remained stagnant at less than 4%. And only 3% of the top 500 contracting companies have a female construction manager.</p> <p>In short, without advocating proactively and consistently for themselves, women in the trades are unlikely to get the same opportunities as fellow crew members who are men.</p>	<p><b>The importance of asking for what you need</b></p> <p>Many tradeswomen face barriers that keep them from getting the opportunities they deserve. In fact, 39% of women working in construction say they're treated unequally with regard to hiring, and 43% say they don't get the same treatment when it comes to assignment of tasks.</p> <p>These systemic issues have real consequences for how far tradeswomen are able to advance. For more than 40 years, women's share of construction jobs has remained stagnant at less than 4%. And only 3% of the top 500 contracting companies have a female construction manager.</p> <p>In short, without advocating proactively and consistently for themselves, women in the trades are unlikely to get the same opportunities as fellow crew members who are men.</p>

	<p><b>Voices of tradeswomen</b></p> <p>“Just ask. No one has more rights on this planet than anyone else. If they won’t show you, find someone else. They get the point that you are not going away.”</p> <p>—Rose, 57, an electrician with 25+ years’ experience</p>
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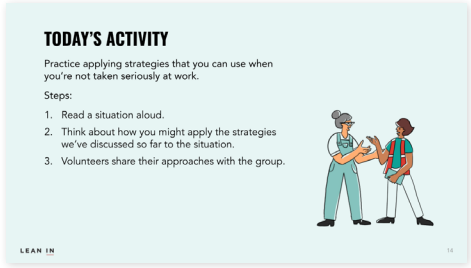
**6. Introduce new strategies for handling bias at work (5 minutes),** referring to slides 5–6 in the meeting deck.

WHAT THEY’LL SEE	WHAT YOU’LL SAY
	<p>Today, we’re going to talk about some specific examples of when you might need to advocate for yourself with your crew or at a jobsite.</p> <p>Before we dive in, we’ll discuss three more strategies you can use to deal with any kind of bias at work.</p> <p>We’ll focus on these three strategies today.</p>
	<p>I’ll read a short description of each strategy aloud, and then ask for two volunteers to read the details.</p> <p>OR</p> <p>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.</p> <p>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.</p> <p>We’ll go through these steps for both of today’s strategies.</p>

**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 7–15 of the moderator deck.

8. **Introduce today's activity (5 minutes)**, referring to slide 16 in the meeting deck.

WHAT THEY'LL SEE	WHAT YOU'LL SAY
 <p><b>TODAY'S ACTIVITY</b></p> <p>Practice applying strategies that you can use when you're not taken seriously at work.</p> <p>Steps:</p> <ol style="list-style-type: none"> <li>1. Read a situation aloud.</li> <li>2. Think about how you might apply the strategies we've discussed so far to the situation.</li> <li>3. Volunteers share their approaches with the group.</li> </ol> <p>LEAN IN</p>	<p>For the rest of today's meeting, we're going to practice using the strategies we've learned so far to ask for what you need and have earned.</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 we've discussed as a group (either in this meeting or a previous meeting) in this situation.</p> <p>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 17–24 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.