

MODERATOR GUIDE



MEETING OVERVIEW

Today you'll celebrate the work you've done over the past 12 months, and discuss where you'd like to take your Circle from here!

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)

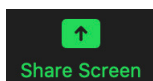
Use the conversation starters below or make up your own. Try to stick to 30 to 45 seconds per person—to make sure everyone has a chance to speak, avoid slipping into conversation.

- 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:

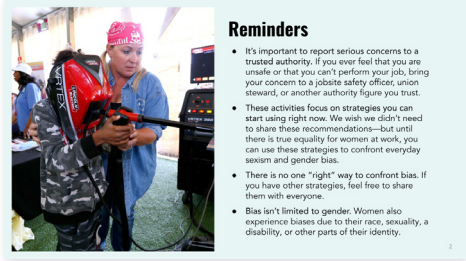
- Green (mostly good)
- Yellow (mixed feelings, unsure, or just OK)
- Red (mostly not doing great)

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



[START sharing the deck for Meeting 11 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>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. Set the stage for today's meeting (5 minutes), referring to slide 3 of the meeting deck.

WHAT THEY'LL SEE	WHAT YOU'LL SAY
 <p>TODAY'S ACTIVITY</p> <p>Goals for today:</p> <ul style="list-style-type: none"> • Reflect on the last 12 months • Plan next steps for our Circle <p>LEAN IN</p>	<p>This is the last meeting we have scheduled in this twelve-month Circles program. We've covered a lot of ground together—thank you all so much for being part of this group!</p> <p>We have two goals for this final meeting: reflect on some of the things we've learned, and talk about what's next for our Circle.</p>

6. Introduce the first set of reflection prompts. Turn to slide 4 of the meeting deck, which shows all 16 strategies for navigating bias, and read the following guidelines to the group:

To kick things off, we'll spend about 5 minutes reflecting on the strategies we've learned for navigating bias on your crew or at a jobsite.

We'll answer these two questions:

- Which 1–2 strategies are you most confident using? What's an example of a way you've applied these strategies?
- Which strategies do you want to become more confident with? How do you plan to keep practicing those strategies?

You can jot down your answers to these two questions on a notepad, in a blank document on your computer, or in a notes app on your phone.

After 5 minutes, we'll all share our answers.

7. Reflect on the strategies (20 minutes). Follow the steps below:

- Paste the reflection questions into the Zoom chat for reference.
- Give members about 5 minutes to write down their thoughts. After 5 minutes, stop sharing your screen.

Stop screen sharing



- Call on members one at a time to share 1-2 strategies they're confident with, and 1-2 strategies they plan to keep working on.

8. Introduce the second set of reflection prompts. Read the following guidelines aloud to the group:

Now, we'll take some time to reflect on what we've learned from each other—which is just as important as everything we've learned from the program curriculum!

We'll answer these two questions:

- How has being part of a Circle changed the way you think about your work or your career in the trades?
- What have you learned from your fellow Circle members? Who in this group has inspired you?

Again, you can jot down your answers on a notepad, in a blank document on your computer, or in a notes app on your phone.

If there's a particular person in this Circle who's inspired you or taught you something new, this is a great chance to thank them!

9. Reflect on what you've learned from the Circle (20 minutes). Follow the steps below:

- Paste the reflection questions into the Zoom chat for reference.
- Give members about 5 minutes to write down their thoughts.
- Call on members one at a time to share their reflections.

10. Discuss next steps for your Circle (20 minutes). Read the following context and guidelines aloud to the group:

Now that we've finished Lean In's twelve-month Circles curriculum for tradeswomen, it's up to us to decide whether and when we want to continue meeting, and what our future meetings might look like.

I'd love to hear everyone's thoughts on the following questions:

- Would you like to continue meeting regularly?
- If so, how often would you like to meet (e.g., monthly, bi-monthly) and for how long (e.g., 1 hour, 2 hours)?
- Is there anything in particular you'd like to discuss in future meetings? For example:
 - » Specific challenges you're facing at work
 - » Patterns you've noticed on your crew or at your jobsite
 - » Ideas you have to support women in the trades
 - » Strategies or concepts you've learned outside this Circle
- Which core components of this program would you like to keep in future meetings (e.g., checking in with each other, committing to a One Action)?
- Would you be interested in planning and leading one or more meetings in the future?

Paste the questions into the Zoom chat for reference, and call on members one at a time to share their thoughts.

If your Circle members are excited to continue meeting regularly, set a time and date for your next meeting, and decide who will plan and lead the agenda.

11. Commit to a One Action (10 minutes)

Regardless of whether you're planning to meet again, go around the Circle and commit to a One Action for the next month—one concrete thing you're going to practice the skills you've learned in this program on your crew or at your jobsite.

12. Remind members to complete feedback on the program for Lean In.

Remind the group that they received a link via email to complete a short survey about their experience with the 12-month program. Let everyone know that the Lean In team deeply appreciates this feedback, as it helps improve the program for future cohorts of union tradeswomen.

FINAL NOTES FOR MODERATORS

Congratulations on guiding your Circle members through this 12-month program!

We hope your Circle will continue to meet regularly to share experiences and support each other. Here are a few tips for planning and leading future meetings:

- **Repurpose these moderator guides.** You can continue to use the check-in questions, Circles fundamentals reminders, One Action prompt, and other core components of this program in future meetings.
- **Rotate planning and leading meetings.** Encourage other Circle members to propose topics, plan meetings, and step in as moderators. This can help keep everyone engaged, and it also ensures that everyone has a chance to build leadership skills.