

ALLYSHIP AT WORK

COMPANY PLAYBOOK



LEAN IN

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LEAN IN

 **ALLYSHIP AT WORK**



JOIN US FOR A HALF-DAY WORKSHOP

Learn about Allyship: what it is, why it's important, and how to practice it at work.

DATE:
[Insert date]

TIME:
[Insert time]

LEAN IN

 **ALLYSHIP AT WORK**



TWO 2-HOUR WORKSHOPS

Allyship: what it is, why it's important, and how to practice it at work. Learn more than 50 thoughtful actions to put into practice!

DATE:

[Insert date]

TIME:

[Insert time]

LEAN IN

ALLYSHIP AT WORK



FOLLOW-UP SESSIONS

Peer support to help you build a habit, learn new strategies, and stay accountable.

DATE:

[Insert date]

TIME:

[Insert time]

INTER-OFFICE MESSAGING PLATFORMS

Please be sure to tailor the information below in *red*.

We're rolling out a new training to empower you to show up as an ally. Lean In's Allyship at Work program helps you understand your privilege and positional power and teaches you more than 50 specific ways you can take meaningful action as an ally. Learn more here: [\[link\]](#) and please RSVP by [\[insert information\]](#)



NEWSLETTER

Please be sure to tailor the information below in *red*.

Subject line: Introducing Allyship at Work

Lead-in text: Learn how to take meaningful action as an ally

Did you know that while the majority of employees see themselves as allies, research shows relatively few are taking basic allyship actions? We want to do our part to change that because we know when we empower you with the right tools and strategies there is nothing this team can't accomplish.

That's why we're adding [Lean In's Allyship at Work \(https://leanin.org/allyship-at-work\)](https://leanin.org/allyship-at-work) program to our DEI efforts. Allyship at Work helps you understand your privilege and positional power and learn specific actions you can take to show up as an ally. This program is for everyone, regardless of your role, level, or identity. You'll learn how to show up in both private and public ways for your coworkers with traditionally marginalized identities. Learn more here: [\[link\]](#) and sign up for the first workshop by [\[insert information\]](#).

GENERAL SHORT-FORM

Please be sure to tailor the information below in red.

Learn how to take meaningful action as an ally. Allyship at Work helps you understand privilege, recognize your positional power at work, and learn specific actions you can take to show up as an ally. Let’s create an inclusive workplace together! RSVP for the program by [insert information] and learn more here: <https://leanin.org/participant>



MODERATOR TRAINING INVITE EMAIL

Please be sure to tailor the information below in red.

Subject line: Join Lean In's Allyship at Work moderating training

Team,

Communities dedicated to advocating for one another are essential to creating a better society, and our workplace is no exception. Our DEI policies—while crucial—cannot alone drive meaningful change.

We need every employee to show up as allies for each other in order to create a supportive and accepting workplace culture. But did you know that while the majority of employees see themselves as allies, [research shows \(https://leanin.org/women-in-the-workplace-2021\)](https://leanin.org/women-in-the-workplace-2021) relatively few are performing basic allyship actions?

We want to do our part to change that. That's why we're introducing [Lean In's Allyship at Work \(https://leanin.org/allyship-at-work\)](https://leanin.org/allyship-at-work) program and inviting you to join Lean In's free moderator training sessions to learn how to bring Allyship at Work to our organization. The 90-minute virtual training will walk you through the program materials, give you an understanding of the program concepts, and provide tips for answering frequently asked questions.

The training will be held on **[insert date]**. Please let me know if you can join and I'll send you the invite.

INTRODUCTION EMAIL

This email will introduce your employees to the Allyship at Work program. Please be sure to tailor the information below in red.

Subject line: Learn how to practice allyship at work

Team,

Communities dedicated to advocating for one another are essential to creating a better society, and our workplace is no exception. Our DEI policies—while crucial—cannot alone drive meaningful change.

We need every employee to show up as allies for each other in order to create a supportive and accepting workplace culture. But did you know that while the majority of employees see themselves as allies, [research shows \(https://leanin.org/women-in-the-workplace-2021\)](https://leanin.org/women-in-the-workplace-2021) relatively few are taking basic allyship actions?

We want to do our part to change that. That's why we're introducing [Lean In's Allyship at Work \(https://leanin.org/allyship-at-work\)](https://leanin.org/allyship-at-work) program and inviting you to join!

Allyship at Work helps you understand your privilege and power to create change and teaches you more than 50 specific, research-backed actions you can take to show up as an ally. This program is for everyone, regardless of your role, level, or identity. You'll learn how to show up in both private and public ways for your coworkers with traditionally marginalized identities—such as women, people of color, people with disabilities, the LGBTQ+ community, and those with intersecting identities.

What to expect:

The program kicks off with a virtual four-hour workshop that serves as a primer on allyship, why it's important, and how to practice it. Following the workshop, you'll meet in small groups three more times for an hour to provide accountability and support as you put what you've learned into practice.

Learn more about what you'll do and learn during [Allyship at Work \(https://leanin.org/allyship-program-participant\)](https://leanin.org/allyship-program-participant).

When:

Date/Time: [insert information]

Virtual conferencing link: [insert information]

Please RSVP by [insert information]

What you need:

There's no need to prepare anything in advance. The sessions take place on [company's

[video conferencing software] and we recommend attending from a quiet place where you feel comfortable speaking openly. Note we will have breakout rooms by level and will also have space for people with traditionally marginalized identities, if you want to be in that space please reply to let us know.

It's important that participants commit to all workshops and sessions. Stay tuned for invitations to the follow-up sessions.

We look forward to going through this program with you. Thank you for your support in making [company] the most inclusive and equitable organization it can be.

WELCOME EMAIL

An email to send to your employees after signing up. Please be sure to tailor the information below in red.

Subject line: Details for Lean In's Allyship at Work program

Thank you for signing up for Lean In's Allyship at Work program! We are thrilled that so many of you are committed to helping make [company name] a more inclusive workplace. Below you will find additional details about what to expect throughout the program:

When:

Date/Time [insert information]

Virtual conferencing link: [insert information]

Please RSVP by [insert information]

Dates of follow-up sessions [insert information]

What to expect:

The sessions take place on [company's video conferencing software] and we recommend attending from a quiet place where you feel comfortable speaking openly. The program kicks off with a virtual four-hour workshop, throughout which you will be placed in breakout discussions with 4-5 of your colleagues. Following the workshop, you'll continue to meet in small groups three more times over the next few months.

Please note, part of the program will involve discussing privilege in these small breakout groups. During these discussions, you are likely to see your colleagues realizing their privilege in the moment, which can be difficult when this is part of your lived experience. We are committed to making this program a safe and productive space for everyone. To that end, we've created an optional breakout room for employees with traditionally marginalized identities. **If you're someone who identifies as such and wants to be placed in a breakout group of your peers, please let us know.** If you identify as white, straight, and cisgender, consider leaving this as a space where those with traditionally marginalized identities can unpack their experiences, if they choose to join that group.

All other breakout discussions will be organized by level so that you can talk openly with colleagues about what allyship looks like for people in your role.

What you need:

There's no need to prepare anything in advance, but **please access the personal workbook ahead of the main workshop <https://leanin.org/participant>**. The workbook is web-based and optimized for screen readers. It is stored locally on your computer, so your responses are private and only you have access to them. If you need any other accommodations, please reply to this email letting us know.

We look forward to going through this program with you. Thank you for your support in making [company] the most inclusive and equitable organization it can be.

POST-WORKSHOP EMAIL (after the workshop, before the follow-up session)

An email to send to your employees after completing the workshop but before they attend the follow-up session. Please be sure to tailor the timing information below in red.

Subject line: Allyship at Work Next Steps

Thank you for participating in Allyship at Work! We know everyone is busy and it isn't easy to find time to participate in programs like this. We appreciate your commitment to making [company name] a more inclusive workplace and your dedication to showing up as effective allies for your colleagues.

Next steps:

Your feedback is important. **Please consider taking 3 minutes to complete this survey** [insert link to survey].

As mentioned, the next step in the program is participating in three, one-hour follow-up sessions with your breakout group. Make sure you have your first meeting scheduled and we'll reach back out with more details as we get closer.

What to expect:

Just like the main workshop, the follow-up sessions will take place on [video conferencing software]. You will use your personal workbook in each follow-up session to reflect on your One Commitment, explore a new allyship strategy, and practice your own Active Allyship Framework.

If you have any questions or additional feedback you'd like to share, please let us know.

FOLLOW-UP SESSION INSTRUCTION EMAIL #1

(before follow-up session #1)

*An email to send before the first follow-up session. Please be sure to tailor the information below in **red**.*

Subject line: Allyship at Work: Follow-Up Session #1

Thank you for your continued participation in the Allyship at Work program. We appreciate your commitment to moving forward in our allyship journey as an organization.

As mentioned, the next step in the program is participating in the follow-up sessions with your breakout group. You will be meeting with your same small group from the workshop. Your follow-up session should've been scheduled at the end of the workshop by a member in your breakout group. Please reach out to **[contact email]** if your group needs additional support organizing your follow-up session.

What to expect:

Just like the main workshop, the follow-up sessions will take place on **[video conferencing software]**. **Everything you need to have your follow-up session is contained in your personal workbook.** Use the navigation pane in your personal workbook to navigate to the content for each follow-up session.

For this first follow-up session, you will begin on page 115 in your [personal workbook](#). At the start of your session, pick one person in your group to manage the agenda and share their screen. Make sure you schedule your second follow-up session before the end of the session.

If you have any questions or additional feedback you'd like to share, please let us know.

FOLLOW-UP SESSION INSTRUCTION EMAIL #2 (before follow-up session #2)

An email to send before the second follow-up session. Please be sure to tailor the information below in red.

Subject line: Allyship at Work: Follow-Up Session #2

Thank you for your continued participation in the Allyship at Work program. We hope you enjoyed having your first follow-up session and are looking forward to meeting with your group again.

Your second follow-up session should've been scheduled at the end of the first follow-up session. Please reach out to [\[contact email\]](#) if your group needs additional support organizing your follow-up session.

What to expect:

The follow-up session will take place on [\[video conferencing software\]](#). **Everything you need to have your follow-up session is contained in your personal workbook.** Use the navigation pane in your personal workbook to navigate to the content for each follow-up session.

For this second follow-up session, you will begin on [page 149](#) in your [personal workbook](#). At the start of your session, pick one person in your group to manage the agenda and share their screen. Make sure you schedule your third follow-up session before the end of the session.

If you found that your group ran out of time in the first follow-up session, we encourage you to engage with the materials in advance to familiarize yourself with the strategy and concepts.

If you have any questions or additional feedback you'd like to share, please let us know.

FOLLOW-UP SESSION INSTRUCTION EMAIL #3 (before follow-up session #3)

*An email to send before the third follow-up session. Please be sure to tailor the information below in **red**.*

Subject line: Allyship at Work: Follow-Up Session #3

Thank you for your continued participation in the Allyship at Work program. It is time for your third follow-up session. This is the last of the structured sessions but we encourage your group to continue to meet and support each other as we all move forward in our allyship journey.

Your third follow-up session should've been scheduled at the end of the second follow-up session. Please reach out to **[contact email]** if your group needs additional support organizing your follow-up session.

What to expect:

The follow-up session will take place on **[video conferencing software]**. **Everything you need to have your follow-up session is contained in your personal workbook.** Use the navigation pane in your personal workbook to navigate to the content for each follow-up session.

For this third follow-up session, you will begin on page 183 in your personal workbook. At the start of your session, pick one person in your group to manage the agenda and share their screen.

After this last follow-up session, be on the lookout for a program completion email that will include a survey about your experience with the Allyship at Work program.

If you have any questions or additional feedback you'd like to share, please let us know.

PROGRAM COMPLETION EMAIL

An email to send to your employees after the third follow-up session. Please be sure to tailor the timing information below in red.

Subject line: Thank you for participating in Allyship at Work

Thank you for completing the Allyship at Work program! We'd love to hear about your experience. **Please take 3 minutes to complete this feedback survey** [\[insert link to survey\]](#).

Allyship is an ongoing commitment, and while this program was an important step in making [\[company name\]](#) a more inclusive workplace, we know there is still work to be done. Company culture can't change without the dedication of employees, and we're thankful to each of you who took the time to complete this program and educate yourself on how best to show up as allies for one another.

Thank you for the time you've devoted to learning how to practice meaningful allyship. If you have any questions on the program or additional feedback to share, please let us know. We appreciate your efforts and commitment!