



DEI Learning Modules Facilitator's Notes

Introduction

Thank you for participating in the League of Women Voters of Pennsylvania DEI Learning Series. The LWVPA Equity Initiative, representing local Leagues throughout Pennsylvania, has developed this series of five basic level learning modules designed to build understanding of diversity, equity and inclusion (DEI). Modules may be presented as one unit or broken into smaller components. Sincere thanks to the Equity Team's Education sub-committee for their work researching and developing learning objectives, activities, and content. Committee members included Anne Mosakowski, chair, and members Sandar Kerr, Sandra Schaal, Cathy Yungmann and Jennifer Hanf.

The five DEI Learning Modules include:

Module 1: What is DEI? Why is the DEI Policy important to my

League? **Module 2:** What is Diversity?

Module 3: What is Equity?

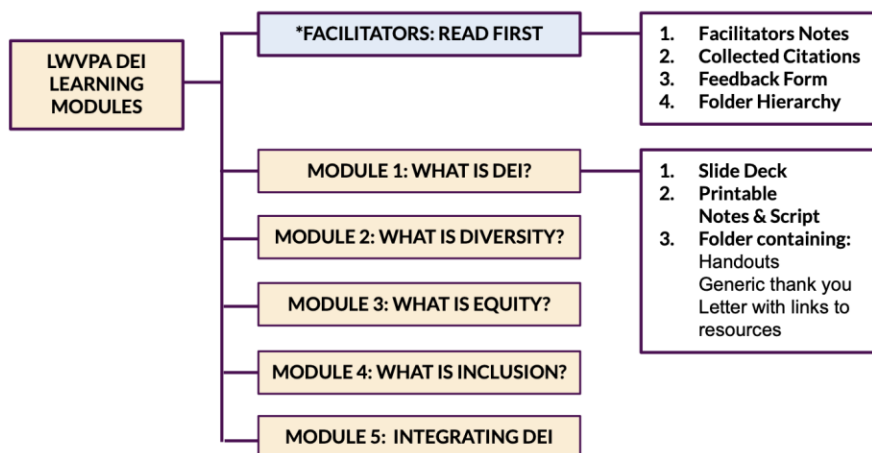
Module 4: What is Inclusion?

Module 5: Integration of DEI into your League Community.

These modules are intended to be given sequentially, live, online or in-person. The modules include slides, scripts, discussion questions, activities, videos, and references. Live presentation significantly encourages interactive discussion and collaborative problem solving. Use your own voice and natural presentation style. Consider your own experience and that of the audience.

In each of the **Learning Module folders** you will find a presentation **feedback form** to record audience feedback. This tool will be used to help improve future presentations. You will find a generic **thank you email** to personalize to send key references and announcements to participants. In the **facilitators read first folder** you will find a **citations document** with collected resources and references used in all modules. You will also find a slide with text, showing the **DEI learning module folder hierarchy**.

DEI Learning Module Components Folder Hierarchy



Two ways to use the DEI Learning Modules. You may request a facilitator to present modules to your League. As a DEI Representative you may undertake facilitation yourself, in full or in part. Become familiar with the modules. Contact equity@palwv.org to discuss preparation for presenting DEI Learning Module Programming and the best plan for a successful learning journey tailored for your League. You may choose to record your presentation for your own League's educational use following our recording guidelines on **page 6** of this document.

New League Orientation

If you are representing a newly formed League or MAL unit, contact equity@palwv.org to arrange LWVPA DEI orientation.

Involve your League: Your League's leadership team and Board of Directors should all participate in DEI education and ongoing DEI discussion. Next, expand DEI education to general membership, Begin a practice of DEI orientations for new members. Your role is to assist your League as it develops a common understanding of [LWV DEI Policy](#) and implements DEI in principle and organizational practice.

These notes describe overall best practices for planning and implementing DEI presentations. **Additional notes and scripts specific to content are found within each module.**

Accessibility

DEI Learning Modules are designed to be both visually interesting and accessible to a broad audience. *Please email equity@palwv.org to request assistance if there are other formats or preparations your League needs to meet the accessibility needs of your group.*

Learn more about your role in creating accessibility. Refer to [Accessibility Standards](#), [Online Accessibility on Zoom](#), and [Disability Etiquette](#) documents for insight and successful preparation. More information about inclusion is available on the LWVPA website [Equity Resources](#) section.

The Role of the Facilitator

The DEI facilitator is responsible for the process of the learning module; specifically how the participants interact with the materials and with each other. Check in with the audience regularly to gauge if the material is understood and how it is being received.

- Set a positive tone for the group.
- Model respectful listening and speaking and **encourage curiosity!**
- Ask for balanced participation from everyone. Those who are vocal should limit long comments so quieter participants may also speak.
- **Preparation.** Do a presentation run-through prior to the event. Plan your presentation time. Allow for discussion and questions. Announce that any of the topics not covered will be saved for the next session.
- **Open discussion is important.** Announce in advance the times for

questions and discussion. Based on your presentation style, choose to hold question periods during the presentation or take questions when a section of the presentation has concluded.

- Keep the group focused and offer **suggestions for cooperation**.
- **Manage your time.** Start and end on time. However, do not rush through the material. Remember, you will be able to cover topics not covered in the next session you give.
- **Remain neutral and non judgemental.** so everyone is free to speak honestly and freely. Encourage participants to share views, even if they differ from yours. Allow for reflection and ask others for comments.
- **Do step in promptly to address** disrespectful behavior, instances of bias, personal judgment, or [microaggressions](#) when they occur. Be aware that participants belonging to historically marginalized groups may be retraumatized by thoughtless statements made; **your intervention is important.**

Preparing the DEI Learning Module Session

- Advertise the event, date, time, place, and subject.
Why is attendance important? What will be learned?
How will this benefit your League?
- If possible, bring one or two **assistants or co-facilitators** to the session. **Online**, they will help manage the chat, small groups, and other technical issues. **In person**, they will help manage the discussion, small groups, flip charts, and handouts.
- Send any “**pre-work**” or **notes** to participants ahead of the event.

- Review all materials, handouts, and select from **prompting questions based on your audience**.
- Have **stories and activities** prepared beforehand.
- Allow for a **debrief or discussion period near the session close** and offer a closing thought or opportunity for **group reflection**.

The Presentation

- If you are **recording**, first consider the participants. If you plan to engage in discussion and interactive activity, **is recording appropriate? Respect audience confidentiality**. Record only the parts of the content that are informational and always **announce recording to the group** before you start.
- Enable Zoom transcriptioning (online), share information on turning on [closed captioning](#) into chat (for participants in online sessions), and follow [disability etiquette](#), and safety for in-person and online spaces.
- Offer a [Land Acknowledgement](#) included on each slide deck. Read this [information and pronunciation guide](#) to prepare.

“We begin this time together with a Land Acknowledgement. Colonial PA boundaries were first drawn in 1681, over the original nation's land. We in [Pennsylvania](#) acknowledge the land ownership of original indigenous peoples, honoring the Haudenosaunee Confederacy and naming the great nations of Pennsylvania, the Erie, Iroquois, Munsee Delaware, Shawnee, Ohio Valley, Susquehannock, and Lenape. We honor original nations of the past

and those living among us today.”

- **Open with an ice breaker** or fun introductions.

Some examples of openings:

- One thing that made me grateful today was ...?
 - I have the most fun when I...?
 - What I love about the work I do in the League is ...?
 - What I hope we can accomplish through the League is...?
 - What I do to be a good listener is ... ?
 - Something I saw (or heard) I was curious about today was ...?
-
- State your overall **Learning Objectives** at the presentation. These are included in each of the module notes.
 - What is diversity, equity, and inclusion?
 - What is a League Community?
 - Why is diversity, equity, and inclusion important?
 - How are diversity, equity, and inclusion interconnected?
 - How can we advance [LWV DEI Policy](#) in our League?

 - Review **Discussion Guidelines** with your participants. Ask if everyone understands and agrees. Hold the group accountable.
 - **Show Respect**
 - **Listen** (it's more important than speaking)
 - **Speak to the subject at hand**
 - **We are aware of discomfort when experiencing new ideas and perspectives.** Discomfort may happen, **be curious** instead!

- **Practice self-care.** Offer a private conversation following the program to share thoughts in confidence.
- **Not all problems will be solved now**
- **Look for common ground**
- When your group is **brainstorming ideas**, seek quantity over quality. Do NOT criticize. Record each idea clearly. Ask “Is this what you meant?” to clarify. Do NOT add your own “spin” to someone else’s idea.
- **Closing activities and thoughts.** Name any announcements, thank the participants and engage in a simple closing activity.
 - A few examples of closings:*
 - A word that describes how I’m feeling is ...?
 - Something new I am curious about is ...?
 - A moment of growth in my DEI journey I want to share is ...?
 - A new way I learned our League can be more inclusive is?
 - A quality of mine that is valuable to DEI and my League is ... ?
 - I will use DEI in my League work when I?

Presentation *Do’s and Don’ts*

- **DO** frequently ask if everyone understands before moving on.
- **DO** allow some time for the group to respond to discussion questions.
- **DO** shelve personal discussions and offer to meet at a later date.

- **DO** understand and address any **microaggressions** gently and firmly. Refer to this [microaggression handout and resources](#).
- Step in when a participant is taking over a discussion or when conflict arises. Use a softening transition statement and pause for a minute or two for reflecting.
 - I am not sure how this will land with you, however ...
 - Let's all think about this
 - That is an important point/ interesting idea ...
 - I'd like to get us back on track now.
 - Let's pause a minute so we can re-center as a group.
 - Let's come at this another way.
 - I hear what you are saying, but something seems not quite right.
- **DO** note areas where the group would benefit from more in depth work or specific exercises in future sessions.
- **DO NOT** put individuals "on the spot" to answer questions or volunteer.
- **NEVER** ask any individual to speak for a group, particularly as representative of a religious, racial, social, or ethnic group or any underrepresented group or identity.
- **DO** follow [accessibility guidelines](#) in all presentations.

Conclusion

The League of Women Voters of Pennsylvania is committed to fully adopting and implementing its DEI Policy in all facets of its work. Your engagement with DEI Learning Modules is critical to move our organization forward to co-create an equitable and democratic future. You are supporting the future of the League by bringing DEI learning to League members,

We envision a diverse and inclusive organization with the capacity to support democracy in all our communities, branches of government, and with key stakeholders across the Commonwealth.

If your League has not yet taken this step, **join the Equity Initiative for support, capacity building, and ongoing resources.** Contact equity@palwv.org for more information.

Citations

Citations are found in a [separate document in this folder](#). in accordance with [Fair Use under U.S. Copyright Law](#)

LWVPA DEI Learning Modules

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