Facilitator’s Notes and Script to Slides

LWV DEI Learning Module 1: What is DEI?

**SLIDE 1** **What is DEI?** DEI Word Cloud Explanation

***FACILITATORS:***

*If you will be* ***recording on Zoom****, announce to the audience before you begin., then turn on* ***RECORD.*** *Reference DEI Learning Modules*[***Facilitators Notes***](https://docs.google.com/document/d/1M3azZmYgBnSJcd84AXxrPc6aa0KWwSdB/edit?usp=sharing&ouid=118141439023829194430&rtpof=true&sd=true) *for best practices and overall guidance. Contact* [***equity@palwv.org***](mailto:equity@palwv.org) *for presentation assistance.*

*Scripts are included to support each of the slides. Please speak in your natural voice and presentation style . ALL FACILITATOR’S NOTES ARE SHOWN IN ITALIC.*

*Script:*

**Welcome to League of Women Voters of Pennsylvania DEI Learning Module Series.**

This is Module 1 , “What is DEI?”

The purpose of this first presentation is to provide an overview of the League of Women Voters of Pennsylvania Diversity Equity and Inclusion Learning Module project. The word cloud in the center of the introduction slide lists words that reflect and support the diversity, equity, and inclusion initiative.

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I am *(give a brief visual description)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please let us know if we can help with accommodations during the presentation.

Email equity@palwv.org with suggestions to make future programming more accessible and inclusive.”

**For Zoom Presentations:** This Zoom presentation is transcription enabled. If you need help turning on closed captioning, click on the file I am dropping into the chat. “

*DROP* [*transcriptioning help file*](https://docs.google.com/document/d/1N8gEgt_FlRHiwiQGYdxt6ecvT6haQR5-7XnKgua4CDc/edit?usp=sharing) *into chat*

*For more information for online accessibility, refer to* [*“Online Accessibility with Zoom”*](https://leagueofwomenvotersofpennsylva.box.com/s/n0iz6b4jlq5reggs7v78tty1v9yvvjsc)

*DROP Resources links into chat or share in an email prior to an in person event. Have printed copies available for in person presentations. After the presentation, participants will complete a* [*DEI Policy questionnaire*](https://docs.google.com/document/d/1-Tn6Ptr07GKM8Hxwuh8K-UzXtROQxDhk/edit?usp=sharing&ouid=118141439023829194430&rtpof=true&sd=true) *on their Leagues readiness to formally adopt the LWVUS DEL Policy. They will also complete a* [*Feedback questionnaire*](https://docs.google.com/document/d/1O74QGe6b_PQDHO6yZup1QxwH2WZi8LJb9sjQdrMlHJg/edit?usp=sharing) *which will give us information on how to continually improve DEI programming, Customize and email participants this* [*Thank You letter*](https://docs.google.com/document/d/1YsUyOYQHhTgQ9IOo2cdCygk88jAofP9qohUK0a19DBM/edit?usp=sharing)*. References and form links are included.*

**SLIDE 2: Land Acknowledgement**

*FACILITATORS: Offer a* [*Land Acknowledgement.*](https://native-land.ca/resources/territory-acknowledgement/) *Read the words below and* ***describe the image*** *of the Pennsylvania Map. Land acknowledgement explanation and pronunciation guide are included* [*here.*](https://docs.google.com/document/d/1bSzln36YbFqLm5OpqiP4mN7UqX4WShLvkWbSWx4jcBk/edit?usp=sharing)

*Script:* 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](http://www.native-languages.org/pennsylvania.htm) acknowledge the land ownership of original indigenous peoples, honoring the Haudenosaunee Confederacy and naming the great nations: Erie, Iroquois, Munsee Delaware, Shawnee, Ohio Valley, Susquehannock, and Lenape. We honor all original nations of the past and those among us today.

**SLIDE 3: Discussion Guidelines**

*FACILITATORS: Read these guidelines and ask if everyone understands* ***and can agree to honor them****. Note that the* [*equity@palwv.org*](mailto:equity@palwv.org) *(and your email) is placed into the chat to converse directly and privately about the webinar. Note also your preference for taking questions, during, questions in the chat, discussion at end, etc.*

*Script:*

**“This discussion is a space where everyone is welcome to speak and work together.**

These guidelines help :

* Respect
* Listening (which is more important than speaking) Listening allows us to take away new learning and understanding - we learn from others.
* Speaking to subject at hand keeps us on track
* We may feel discomfort experiencing new ideas and perspectives
* Practice self-care
* Not all problems will be solved now. We can accept non-resolution at times
* and ALWAYS look for common ground. “

**SLIDE 4** : LWVPA DEI **Learning Module Statement**

*FACILITATORS:**Read the script aloud (as it appears on the slide adding the additional information):*

*Script:* Welcome! The LWVPA Equity Initiative, with local Leagues throughout Pennsylvania, has developed this series of five learning modules to build understanding of Diversity, Equity and Inclusion (DEI)”

These learning modules help every league member understand why the [LWV DEI policy](https://www.palwv.org/diversity-equity-and-inclusion) is so important to the success of our goals of engaging all voters. You will learn how to make Diversity Equity and Inclusion an integral part of all facets of your organization. This policy is fully adopted by LWVUS and LWVPA.

*FACILITATORS: Share the* [*DEI Policy*](https://www.palwv.org/dei-policy) *with the audience*. It is *located on the LWVPA website.*

**SLIDE 5** : **Why does DEI Matter to the League?**

*Script:* The major purpose of the DEI Learning Module project is to stress the importance of DEI as it relates to the mission of the League of Women Voters which is to **empower voters and defend democracy.** There are 5 DEI Learning Modules:

1 DEI Overview, 2 Diversity, 3 Equity, 4 Inclusion, and 5 Integrating DEI.”

DEI Learning Module 1 delves into the LWV DEI Policy and helps your League understand the importance of recognizing how the DEI policy relates to the work of your local League.”

*FACILITATORS:**Ask questions of the audience and allow time for their responses :*

*Script:*

**As we review the questions on this slide, and if you wish, please share your answer in the chat.**

**Q:** What does DEI mean to you?

**Q:** Who can name some ways DEI helps your League?

**Q:** How much more could be achieved by your League, if your League embraces DEI?”

**Q:** What is the benefit of members feeling included in your League?

*FACILITATORS:* **Additional Resources for your preparation**

**Conscious and unconscious bias** are at the core of a microaggression. [Psychology Today](https://www.psychologytoday.com/us/basics/bias) describes bias based on prejudice or race as stereotypes about people based on the group to which they belong and/or based on an immutable physical characteristic they possess, such as their [gender](https://www.psychologytoday.com/us/basics/gender), [ethnicity](https://www.psychologytoday.com/us/basics/race-and-ethnicity), or [sexual orientation](https://www.psychologytoday.com/us/basics/homosexuality). This type of bias can have harmful real-world outcomes. People may or may not be aware that they hold these biases.”

“**Know yourself and know your Bias** which comes from our identity, culture, and lack of information. Bias can encourage adhering to old rules and traditions, ignorance, fear, misinformation, and prejudice. Our unconscious bias may cause us to disrespect and harm others.

When every group in your **community** is well represented within your League with a sense of purpose and belonging , the relevance of the League to your community is clear.”

**SLIDE 6:** LWVPA DEI Module 1 Learning Objectives

As a member of your local League of Women Voters you are also a member of state and national League and are strongly encouraged to adhere to the policies of the League, therefore; the major focus of Module 1 - What is DEI? Why does it matter to the work of LWV? is about the [LWVUS DEI Policy](https://www.lwv.org/league-management/policies-guidelines/diversity-equity-and-inclusion-policy).

*Script:* Breaking down the learning objectives for Module 1, What is DEI:

1. Understand the LWV DEI Policies
2. Develop an understanding of the importance of DEI in your League
3. Identify ways to use the DEI Lens with your members
4. Understand how diversity, equity and inclusion are interconnected

**SLIDE 7: Essential Questions** Related to the DEI Learning Modules (Part 1)

*FACILITATORS: This is the first of 2 slides displaying five essential questions. Describe the graphic and call attention to the words in each circle. This graphic is from the LWVUS DEI resources. These questions are good discussion prompts to use as time permits in the presentation.*

*Script:* What are the Essential Questions to ask about DEI ? ( the first of two slides)

**DEI Learning Modules Essential Questions:**

* What is diversity, equity, and inclusion?
* What is a League community?
* Why is diversity, equity, and inclusion important to your League and your community?

**SLIDE 8: Essential Questions** Related to the DEI Learning Modules (Part 2)

*FACILITATORS: The second of 2 slides displaying essential questions*

*Script:* **DEI Learning Modules Essential Questions:**

* How are diversity, equity, and inclusion interconnected?
* What are some ways to advance the [LWV DEI policy](https://www.palwv.org/dei-policy) in League and community?”

**SLIDE 9:** Be a DEI Leader

*Script:*

**Q:** When you look at this picture what do you see as it relates to DEI?

*FACILITATORS:* *Ask for a volunteer to begin and then have that person pick another League member to share their thoughts. Depending on the size of your group and the amount of time you have a suggestion to have 4 to 6 shares would be helpful.*

**SLIDE 10:** DEI Definitions

*FACILITATORS: Ask for volunteers to read the bullet points on the slide. Follow up with reference to the definitions. Volunteers may instead read the entire definition. Open up the handout in a tab to read the full paragraph.*

*Script:* **How do we define DEI?**

Diversity, equity and inclusion (DEI) is used to describe programs and policies that encourage organizations and groups to embrace a culture of belonging and welcoming to all, including to marginalized groups, identities, and individuals. DEI work helps build the capacity for organizational and structural change. Diversity, equity and Inclusion are separate and interdependent components.

When a commitment to implementing DEI policy is made, diversity, equity, and inclusion practices work synergistically to benefit the organization and its membership.

*FACILITATORS; Optional Discussion*

*Ask volunteers to name some words describing the benefit of implementing DEI programs*

**Q:** What are some words that describe the benefit in implementing DEI Programs?

*Possible responses: increased flexibility, clarity, purpose, cohesion, values, benefit, diverse vision, including stakeholders, new ideas, new energy, learning, diversity, etc.*

*FACILITATORS:* [*Definition*](https://docs.google.com/document/d/1TVwINp2ao41LSqCnxC-14kVO3Ee3N8CjoXeSqhS97qQ/edit?usp=sharing) *can be found in this handout and see also* [*LWVUS Glossary of terms*](https://www.lwv.org/sites/default/files/2021-04/deiterms_v2_0.pdf)*. Drop the links in the chat or print the definitions and glossary for your reference.*

*Script:* **Always seek common definitions in your League.** Common definitions lead to common understanding and agreement,

*FACILITATORS: Lead a short* ***Discussion with some Questions:***

**Q;** Is DEI essential to the future of LWV and to our democracy?   
**Q;** Why or why not? “

**SLIDE 11:** LWV DEI Policy and Bylaws

Activity Review and Discuss [**LWVUS DEI Policy**](https://www.lwv.org/league-management/policies-guidelines/diversity-equity-and-inclusion-policy) .

*Script:*

**Let’s review the LWV US DEI Policy as shown on this slide.**

*FACILITATOR’S: Drop links into the chat for the DEI Policy (below). Ask volunteers to read.*

LWVPA [DEI Policy](https://leagueofwomenvotersofpennsylva.app.box.com/s/f0d3l6eap2u5crgdm4t00ympn0hyx9ff) page - [CLICK HERE](https://leagueofwomenvotersofpennsylva.app.box.com/s/f0d3l6eap2u5crgdm4t00ympn0hyx9ff)

“The LWV DEI Policy is part of the [LWVUS Bylaws in Article II Purposes and Policies - Section 2 Policies 2](https://www.lwv.org/league-management/bylaws/bylaws-and-certificate-incorporation) . The DEI Policy was adopted to be part of the bylaws at the **LWVUS 2020 Convention**.

**Once a policy is voted into the bylaws** at the national level under Article I and/or Article II it is then brought to the attention of LWV state level. LWVPA has adopted the DEI Policy and is now part of the LWV PA bylaws.

Because national bylaws are adopted by all Leagues, state and local, **we all adhere to the DEI Policy, just like we all adhere to the non-artisan policy.**

*FACILITATORS:* [*Place link to PDF of the LWVPA Bylaws*](https://leagueofwomenvotersofpennsylva.app.box.com/file/841483240011?s=f0d3l6eap2u5crgdm4t00ympn0hyx9ff) *into the chat for online events. Have a printed copy to share for in person events*

**Q:** How is the DEI POLICY connected TO THE MISSION of the LWV?

The League of Women Voters is a nonpartisan, grassroots organization working to protect and expand voting rights and ensure everyone is represented in our democracy. We empower voters and defend democracy through advocacy, education, and litigation, at the local, state, and national levels. *Source: lwv.org*

Q: Why would the LWVUS choose to add so many aspects of inclusion, so many points of difference?

**The policy represents significant deliberation on the part of the LWVUS.**

**Q:** How do you feel about this policy?

**SLIDE 12:** LWVUS DEI Policy Webinar - Understanding the DEI Policy

*Script:*We will view the LWVUS webinar video- ***Understanding the DEI Policy***. This video features Melissa Currence LWVUS Bylaws Chair and Toni Zimmer LWVUS DEI Chair.

**Melissa Currence LWVUS Bylaws Chair explains why the DEI Policy** is added into the bylaws. She also explains that the first three articles of local and state bylaws must be consistent with those of the LWVUS in order to define and maintain the unity of the organization and the powers and privileges of members.

**Toni Zimmer LWVUS DEI Chair explains the *Crafting of the DEI Policy*.** She reviews the main parts of the DEI Policy and its importance to the work of the League.

The Webinar video is 50 Minutes 36 seconds in length and cannot be clipped. Advance video to view the webinar in sections. Advance to times (below) to view the sections:

* **1 minute 10 seconds** LWV DEI Policy in [LWVUS Bylaws in Article II Purposes and Policies - Section 2 Policies 2](https://www.lwv.org/league-management/bylaws/bylaws-and-certificate-incorporation)
* **10 minutes 46 seconds Crafting a DEI Policy** (LWVPA DEI Policy page - [CLICK HERE](https://leagueofwomenvotersofpennsylva.app.box.com/s/f0d3l6eap2u5crgdm4t00ympn0hyx9ff))

*Facilitator’s note:* Watch the webinar video together and you as Facilitator advancing the video to the suggested sections. After each section lead a discussion about the content.

**Q:** What did you learn from the discussion of ByLaws?

**Q:** Do you have any questions?

**Q:** Why is it important for the LWVUS to elevate the “top level” nonpartisan and DEI policies for everyone?

**SLIDE 13:** DEI Characteristics and Intersectionality and Discussion

*Script*: Diversity, Equity, and Inclusion are interconnected. The DEI graphic shows characteristics of intersectionality between aspects of different identities.

The LWV US Transformational Roadmap Executive Summary Report (2018) states:

*“The League has identified its lack of racial, economic, age and social diversity as an impediment to achieving its mission and as a barrier to greater impact and growth.”*

Plus the report states; *“*Many state and local Leagues have taken steps to build a more diverse membership. The national organization has committed resources and expertise to apply throughout the League network. Going forward, the League will need to adopt a **bottom-to-top and top-to-bottom action agenda** to advance diversity, equity, and inclusion in its own ranks as well as in its core work.”

*FACILITATORS:*

*Ask volunteers to read statements on the intersectionality slide:*

* *The interaction between different aspects of our identities*
* *How people experience advantages or disadvantages in society depends on their identities*
* *Our identities—race, class, sexuality, age—form our experiences, and we each can experience privilege and oppression simultaneously*

*Discussion:*

**Q**: What characteristics are present in your League community?

Compare this graphic to the list of barriers stated in the DEI Policy ( “gender, gender identity, ethnicity, race, native or indigenous origin, age, generation, sexual orientation, culture, religion, belief system, martial status, parental status, socioeconomic status, language, accent, ability status, mental health, educational level or background, geography, nationality, work style, work experience, job role function, thinking style, personality type, physical appearance, political perspective or affiliation”)

**Q**: Why should we consider all of these?

**Q**: How is your League embracing DEI?

*FACILITATORS: Put these links into the chat or add as handouts for in person settings:*

* LWVUS [Transformational Roadmap](https://www.lwv.org/sites/default/files/2018-06/transformation_roadmap_exec_summary_april_2018.pdf) Report - Executive Summary 2018
* [The DEI Policy Statement](https://www.lwv.org/league-management/diversity-equity-inclusion/diversity-equity-and-inclusion-policy)

**SLIDE 14:** LWV VIDEO:

The League of Women Voters: Creating a More Perfect Democracy

*FACILITATORS: To view the video click on play arrow. After viewing the video, discuss how it relates to the work of your League of Women Voters.*

*Script:*

This short video features the work of the LWV in our democracy. When watching this video consider how embracing DEI relates to the work of the League of Women Voters.

**Q:** What aspects of diversity, equity, and inclusion would make the LWV more resilient, more competitive, more creative, and more relevant now and in the future?

Or simplify to:

**Q:** In what ways will continually expanding diversity, equity, and inclusion benefit your League? … (think of relevance, competition of other groups, opportunities for partnerships, increasingly diverse voices and creativity …. For example)

**SUGGEST A PAUSE** f**or long break or end of session**

**SLIDE 15:** Introducing the DEI Lens

*FACILITATORS:**Next Steps for your League Leadership is an introduction to the* ***DEI Lens tool.****Show the DEI Lens document and share it as a handout or link in the Zoom chat.*

***Read the slide content:***

**“Think of an upcoming event. We will examine it using the questions posed under four key categories.**

* **Who is involved in the process?**
* **Who will be impacted?**
* **What are the intended and unintended outcomes?**
* **Does this align with our vision for an equitable and   
  inclusive organization?”**

Link to the [LWV US DEI Lens Webpage](https://www.lwv.org/league-management/diversity-equity-inclusion/dei-lens)

Link to the [LWV US DEI Lens Handout](https://www.lwv.org/sites/default/files/2019-06/deilens.pdf)

[DEI Lens and Governance Webinar](https://us02web.zoom.us/rec/play/jNJ0r68TvOwC1ycNMtlb3w5mk9He8-jGGnTCCD-9LOMUiJsd7GVpkb0yhHA3m46F6aIJ1l31Lel8jxwT.tIpOhgozMr-uwU49?continueMode=true) - June 2020

*Script:* The DEI Lens is a tool for examining a program, a process, or plan with regards to its impact on stakeholders, on how it is perceived by diverse perspectives, and what barriers may exist to it being equitable or inclusive of everyone.

**So with this statement in mind we will look at the DEI Lens link handout which I have dropped in the chat and on the next slide we discuss how we can use the DEI Lens in   
our League work.**

*FACILITATORS: Encourage League members to view the DEI Lens and Governance Webinar - June 2020. Drop* [*the link*](https://us02web.zoom.us/rec/play/jNJ0r68TvOwC1ycNMtlb3w5mk9He8-jGGnTCCD-9LOMUiJsd7GVpkb0yhHA3m46F6aIJ1l31Lel8jxwT.tIpOhgozMr-uwU49?continueMode=true) *in the chat and send in a follow-up email.*

**SLIDE 16:** Using the DEI Lens

*FACILITATORS:**Share the DEI Lens document as a handout or as a link in the Zoom chat.*

*Script:* **A separate DEI Lens Tool Webinar is available from LWVPA for in depth learning and “Using the Lens” practice for your League. It is important that your committees and teams become comfortable and know how to incorporate the DEI Lens into everyday planning and review, To request this webinar, contact** [**equity@palwv.org**](mailto:equity@palwv.org)

**Let's see how the DEI Lens can be useful in your planning.** Everyone, think of an upcoming event and examine it using the DEI Lens. **Please post your ideas in the chat, an event idea to examine.**

*FACILITATORS: Read through the event ideas from the chat and, depending on time, select one or two using the DEI Lens. Ask the person who posted the event to explain briefly the details of the event. Refer to the DEI Lens, ask for volunteers to delve, step by step, into details of the event that should be examined.*

*Script:*

**Now that we have selected an eventlet’s examine it using the DEI Lens.**

**We will capture ideas/thoughts in the chat and in discussion.**

**SLIDE 17: DEI Vision**

*FACILITATORS:**Ask volunteers to read through the statements on this slide about* embracing *the DEI Vision to grow an equitable and inclusive League Community that embodies diversity, equity and inclusion.*

*Script:*

**Build our Power by Being a Growing, Equitable and Inclusive League Community**

**Who would like to volunteer to read the DEI Vision statements on this slide using the phrase - We imagine a League that …**

Source: DEI Vision Statement, **LWVUS Webinar Recording** [Whys and What of DEI](https://zoom.us/recording/play/flM2v2WkrGKipExFsEBFQUzXrTGIEEiHnHEDWDgpANI4r11OafWCRFb5vQIUiwa0) (at min 3.19 of recording)

**SLIDE 18:** Evaluate Your League’s DEI Efforts

*FACILITATORS: The questions on this slide will help your League members evaluate your League’s commitment and readiness to implement the DEI Policy and Principles. The questions will help foster DEI Integration within your League.*

*Drop* [*DEI Questionnaire*](https://docs.google.com/document/d/1-Tn6Ptr07GKM8Hxwuh8K-UzXtROQxDhk/edit?usp=share_link&ouid=118141439023829194430&rtpof=true&sd=true) *into chat*

*Script:*

We willuse the first four questions on this slide to evaluate your/our League's commitment to sharing the DEI policy and DEI principles with your/our members. Questions 5 and 6 require longer answers and discussion. Each question will be read and then a pause to complete your answers.

If presenting to members of a single League. Ask …

**“How many know if your League has ….”**

Have each member answer the last two questions from their personal knowledge and experience. **If the audience is composed of different Leagues, participants answer for their own Leagues.**

**Answers:**

**ON ZOOM:** indicate yes or no with the reaction icons within Zoom. Click on the green circle with the checkmark for YES and Click on the red circle with the X for No.

**IN PERSON:** raise hands for yes

1. **Has your League adopted the DEI policy? (Yes or No)**
2. **Is the DEI policy on your website? (Yes or No)**
3. **Has the DEI policy been shared with your members? (Yes or No)**
4. **Have you included DEI in your bylaws?\* (Yes or No)**

*FACILITATORS:* Make note of the number of yes and no votes and if needed lead a discussion of the results.

*On the two open ended questions below, ask participants to put their replies in the chat or fill out the questionnaire in person. The answers will help you achieve these goals. Your League is beginning a learning journey. We will use this questionnaire again at the end of Module 5 to reflect on the impact of the DEI Learning Modules on your League*

*Script:***For the two open ended questions,please put your answer in the chat.**

1. How does your League see DEI as being central to the organization's current and future success?
2. What barriers if any could be an issue for your League’s commitment to DEI?

*FACILITATORS; Drop* [*feedback form*](https://forms.gle/iyzTc4G8yy8s3Dzq6) *and* [*Document*](https://docs.google.com/document/d/1O74QGe6b_PQDHO6yZup1QxwH2WZi8LJb9sjQdrMlHJg/edit?usp=sharing) *into chat*  *or share as a printed handout.*

*Script:* Please let us know how we can improve DEI Learning. Fill out the form I am sharing with you. Thank you for attending this learning module.

**SLIDE 19: DEI References and Additional Resources**

*FACILITATORS: Ask what follow-up your group would like and what resources they still need.*

*Personalize and send a generic* [*Thank You letter*](https://docs.google.com/document/d/1YsUyOYQHhTgQ9IOo2cdCygk88jAofP9qohUK0a19DBM/edit?usp=share_link) *with resource links to all participants after this event. The generic letter is available in the Module 1 folder. Collected citations are available in the* ***Facilitators: Read First Folder*** *included with this DEI Learning Modules Series.*

Citations are listed in accordance with [Fair Use under U.S. Copyright Law](https://www.copyright.gov/fair-use/more-info.html)

*Script:* Use these DEI related resources to delve deeper into DEI.

**I have dropped links in the chat throughout the DEI Learning Module 1 and will also share these resources in a follow up email to today’s participants.**

Thank you for attending DEI Learning Module 1!

LWVPA DEI Learning Modules

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