Facilitator’s Notes and Script to Slides

LWV DEI Learning Module 2: What is Diversity?

**SLIDE 1**

*FACILITATORS : If you will be* ***recording on Zoom****, announce to the audience before you begin., then turn on* ***RECORD.*** *To prepare your presentation,**reference the 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*** *for presentation assistance.*

***LWVPA DEI Learning Modules***

***This is Module 2 of 5: “What is Diversity and why does it matter to the work of the League?”***

***\*\*\*\*\*\*\*Facilitator’s Notes:****\*\*\*\*\**

*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 2 , where we ask the questions “**What is Diversity and Why Does It Matter to the work of the League?”**

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

Let us know if we can help with accommodations or assistance during the presentation. Email equity@palwv,org If you have suggestions to make future programming more accessible and inclusive.

**Accessibility 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 (URL is below) .*

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

*DROP selected* [*MODULE 2 HANDOUTS*](https://drive.google.com/drive/folders/1jobGRai-REASmXc5blrjGfXpk0Gj7M5y?usp=sharing) *into chat for online presentations or share in an email prior to an in person event. Have printed copies available when in person.*

**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 here, the 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* *(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 looking 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/dei-policy)  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 online* [*DEI Policy*](https://www.palwv.org/dei-policy) *with the audience*

*File link to LWV DEI Policy, located in the LWVPA website.*

**SLIDE 5**

*Script:* The purpose of this presentation is to provide an overview of how diversity fits into the League of Women Voters of Pennsylvania Diversity Equity and Inclusion policy. We’ll explore ways to look at diversity from both micro and macro levels. We’ll also give you a start to developing your League’s DEI policy.

The quote on this slide is from the DEI Policy, covered in Module 1: *LWV is an organization fully committed to diversity, equity, and inclusion in principle and in practice. Diversity, equity, and inclusion are central to the organization’s current and future success in engaging all individuals, households, communities, and policy makers in creating a more perfect democracy.*

**SLIDE 6:**

*FACILITATORS****: Slides 6 and 7 define overall essential questions and are repeated in each module. Use for review as appropriate.***

*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.*

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?

The graphic illustrates how DEI is part of every aspect and function of the League.

**SLIDE 7:**

*FACILITATORS: This is the second of 2 slides displaying essential questions*

**“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?”

*File link to LWV DEI Policy, located in the LWVPA website:*

DEL Policy: [*https://www.palwv.org/dei-policy*](https://www.palwv.org/dei-policy)

**SLIDE 8:**

*FACILITATORS****:*** *This slide provides an outline of the learning objectives and what this module can achieve. Solicit comments about where the members or their League is right now toward reaching these goals.*

Script: What is Diversity and why does it matter to the work of the League? Here are four learning objectives that we hope you’ll achieve by the end of this module:

1. Understanding what diversity means;
2. Developing an appreciation of the importance of diversity to your local League;
3. Finding a way to discover the diversity of your League community’s population;
4. Beginning to think about ways to foster diversity within your League and in its activities.

Think for a moment about where you and your League are right now in accomplishing these four goals. Does anyone have any ideas about that?

**SLIDE 9**: What is Diversity?

A working definition of Diversity: Diversity = Difference

Diversity includes all of the similarities and differences among people, not limited to: gender/gender identity, ethnicity, race, native or indigenous origin, socioeconomic status, age, generation, sexual orientation, culture, religion, belief system, marital/partnership status, parental status, appearance, language, accent, ability status, mental health, education, geography, nationality, professional experience, thinking style, personality type, physical appearance, and political perspective or affiliation.

Diversity refers to population groups that have been historically underrepresented in socially, politically, or economically powerful institutions and organizations. Therefore, talking about diversity includes an implicit acknowledgement of both historical and current inequities. But, **being conscious of the different constituent groups in your League’s community area will make your League more effective in its education and advocacy efforts - the basic work of the League.**

Source: [Defining Diversity, Equity, and Inclusion](https://www.lwv.org/league-management/diversity-equity-inclusion/defining-diversity-equity-and-inclusion)

**SLIDE 10:**  What is Diversity?

*FACILITATOR****:*** *What the diversity definition means in practice.*

*Script:* Diversity includes all of the similarities and differences among people. It’s about characteristics that make us different from each other. But we speak about diversity as it exists in relation to others and therefore, a team can be diverse and so can an organization. It’s also about being inclusive. And the concept of diversity recognizes everyone and every group as valuable.

* Diversity includes all the ways people differ;
* It encompasses all the characteristics that make one individual or group different from another;
* Diversity is all-inclusive;
* Diversity recognizes that everyone and every group should be valued.

Source: [Defining Diversity, Equity, and Inclusion](https://www.lwv.org/league-management/diversity-equity-inclusion/defining-diversity-equity-and-inclusion)

**SLIDE** 11: Why Incorporate Diversity?

*FACILITATOR:*  *Read the script the, solicit comments about: “Can you think about any time that being in a diverse organization has helped with a project or helped the League itself? Can you think of any examples?”*

*Script:* Why incorporate diversity in your League? How can having a more diverse membership and working with more diverse community organizations make your organization better? Here are some ways:

* Being a more diverse organization brings in members with different talents, experiences & skill sets. This can add so much depth to the work of your League;
* Being a more diverse organization fosters creative solutions & problem solving involving issues you face both inside your League and in your community. More viewpoints and more life experiences.;
* Being a more diverse organization connects your League to different constituents in your community, broadening your reach and expanding your network;
* And being a more diverse organization boosts your reputation as being welcoming - a friendly & socially-responsible organization, hopefully expanding your League’s influence and educational efforts in your community.

Incorporating diversity makes our League a richer, deeper, more welcoming and more responsive organization.

**Discussion Questions:**

**Q: How can being a more diverse organization help your League develop successful projects involving your issues of interest?**

**Q: How could it improve your League as an organization?**

**Q: Can you think of any examples?**

**SLIDE 12:** What is Diversity?

*FACILITATOR:*  *An important point to make when talking about diversity is that individuals are not diverse. Don’t call an individual out and make them a representative of a whole group.*

WHAT IS DIVERSITY?

When you think about diversity, be aware that **an individual is not diverse**. Think about how we’re individuals with our own unique characteristics. Individuals may bring diversity to your team with their own uniqueness, but they in themselves are not diverse. Rather they have individual characteristics. They are a woman; they are a person of color; they are part of the LGBTQ community. Diversity is about a **collective or a group and can only exist in relationship to others** and therefore, a team can be diverse and so can an organization. How can we bring individuals to the table and be an inclusive organization, but still be sure that we don’t make that individual a representative of their group by calling them out to explain or justify the actions of their group. That’s so important and a fine line to walk.

**SLIDE 13:**  DEI POLICY - SECOND PARAGRAPH

*FACILITATORS:**Discussing the appropriateness of stating these characteristics of inclusiveness would be good for a small group. If this is being presented to a large group, it may be appropriate to go into breakout rooms to discuss this LWV listing of characteristics. If a member is doing this individually, jotting notes of reactions might be appropriate. (Link to* [*LWVPA DEI Policy*](https://www.palwv.org/dei-policy)*)*

Here’s the second paragraph of the LWVPA DEI Policy. It lists characteristics of individuals or groups that should NOT be barriers to full League participation. Take a few moments to reflect on which of these characteristics are ones you commonly think of as included in diversity. Which are less commonly used when talking about diversity and how might you define them? Remember that the idea is to encourage the League to embrace a culture of belonging and welcoming to all.

Although you don’t have to include all of those characteristics listed in the second paragraph of the LWVPA DEI policy, your local League’s policy cannot conflict with the state and national League policy.

 The second paragraph of the policy may be either adopted as is or reworded for a better understanding among leadership and membership. The meaning of the DEI policy, however, is not intended to be lessened or changed.

**Discussion:**

**Q: What do you think about these characteristics and which should you include in your League’s DEI policy?**

*FACILITATORS; Use Zoom Breakout rooms, in-person small group discussion, or individual journaling to consider characteristics of individuals and groups:.*

**…gender, gender identity, ethnicity, race, native or indigenous origin, age, generation, sexual orientation, culture, religion, belief system, marital 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 and/or any other characteristic that can be identified as recognizing or illustrating diversity.**

**SLIDE**  **14:**  ACTIVITY - DESCRIBE YOURSELF

*FACILITATORS:**Explain the activity, reading from the slide.. Adapted from LWVUS “*[*Characteristics Exercise*](https://www.lwv.org/sites/default/files/2019-04/characteristicsexercise_0.pdf)*”*

*Script:* So what about you? Let’s start looking at diversity from the micro level to the macro level. This is an exercise created by the national League. You can download it from the bottom link or just work with what’s on the slide itself. How would you describe yourself using at least 5 of the listed diversity characteristics? For example you could write down "My gender is female, my race is white, my ethnicity is Western and Eastern European, my marital status is single, and my educational level is college graduate". Go ahead and jot down your five characteristics.

***\*\*\*\*(Pause for viewers to write)***

**Does anyone want to share what they wrote down?**

Now think about the different groups in your life: your neighbors, your coworkers, your League members, your friends, etc. How many of them would answer the same as you did for some or all of those? How many would answer differently? How do you think some of your characteristics would advantage or disadvantage you in your League community area?

***\*\*\*\*(Breakout rooms, small group discussion or individual journaling here.)***

**SLIDE 15:**

*FACILITATORS:* *Moving from a micro look to a macro look at your League’s community area. This exercise will help gather diversity information for your local League geographic area by using US Census Bureau data. There is a 5-minute video instruction of how to easily access access census information.*

*Script:* These are **2 concrete explorations** to discover how diversity interacts with your League.

**Activity 1:** First we’ll learn how to use the latest Census Bureau data to help determine the diversity of your League’s community area. Then we’ll introduce a take-away brainstorming exercise for your League.

It’s easy to extract US Census Bureau facts about your state, county and area municipalities. The Census Bureau has created an interactive web product called **QuickFacts** which lets you compare the census data from multiple geographic areas all on one downloadable spreadsheet. You’ll find this information very valuable as you explore community diversity in your area. Here’s a 5-minute video tutorial about how to use the Census Bureau QuickFacts site.

As you watch, think about what you could learn from this demographic data to help you build a better understanding of your area.

*FACILITATORS:* ***Play*** [***5-minute QuickFacts Video Tutorial***](https://www.youtube.com/watch?v=ZiikS3NYvOE)

An explanation of how to use the US Census Bureau QuickFacts web site to gather diversity and demographic information for your area compared to your county, your state and the US. Visit [QuickFacts](https://www.census.gov/quickfacts/fac%E2%80%A6)

***\*\*\*After watching the video,*** *hold a brief Discussion. Make a list of responses and ask If everyone is comfortable using the tool.*

**Activity 1: Make a list of the communities in your League geographic area** that you would like to learn about by exploring the US Census Bureau data site.

**Q:**  How do you think we can use information like that in our League work?

**SLIDE 16:** Visiting the QuickFacts site

*FACILITATORS:* *This second exercise will give you downloadable diversity information for your local League geographic area by using US Census Bureau data.*

*Script:*

**Activity 2:** Let’s use the steps demonstrated in the video tutorial to explore the latest Census Bureau data from the QuickFacts site to help determine the diversity of your community area. Then we’ll introduce a take-away brainstorming exercise for your League.

Navigate in your browser to the [**QuickFacts Site**](https://www.census.gov/quickfacts/fact/table/US/PST045221) and select the multiple geographic areas and the specific demographic characteristics that you want to compare. When you’ve finished your selections, **download that information to use as a basis for our next activity.**

*FACILITATORS: For Discussion after Video: Make a list of responses.* ***\*\*\**** [***US Census Bureau QuickFacts Site***](https://www.census.gov/quickfacts/fact/table/US/PST045221)

**Q:** How do you think we can use information like that in our League work?

Make a list of the responses to use in exploring the US Census Bureau data site.

**SECTION END:** Give participants a **break and continue or end this section here.**

***Activities 3 and 4 are group activities. Based on the time available, they can be presented together, sequentially, or separately.***

**SLIDE 17: Download and Complete a Diversity and My Local League Worksheet**

*FACILITATORS****:***

*Connect the downloaded Census Bureau demographic area data with specific actions your League can take. This is Activity 3. By downloading this table and filling in information from the QuickFacts exploration, members can start creating a DEI plan.*

*Begin with group discussion or individual writing:*

*Script:* **Welcome Back!** Let’s start with a [Group Discussion or Individual reflection] to prepare for the next activity.

**Q: What are ways to incorporate census data into your League’s work?**

**Activity 3:** [Download the Module 2 worksheet to collect brainstorming ideas and develop a collaborative worksheet of ideas.](https://docs.google.com/document/d/19c0UAtWu3WOuy9zCFkngo16sFFUCbV4B/edit?usp=sharing&ouid=106283974041598422193&rtpof=true&sd=true)

* Use your downloaded QuickFacts Census Bureau data spreadsheet to help think through ideas that will become the basis of your League’s DEI Plan. Follow the directions on page 1 of this download document to fill in the table on pages 2 and 3.
* Become familiar with the diverse characteristics of constituents who reside in your League’s communities. The data will assist in identifying and including these groups in your League’s membership and/or community partnerships.

Questions for a group discussion and/or individual writing.

This is a good place to mention use of the [DEI Lens Tool](https://docs.google.com/document/d/1HGOK75ldUChSIRpTgzhsd-r_HpR5sMsc/edit) and that using reflection questions are powerful ways to ensure that yourLeague work is grounded in DEI.

**Q:** Are people representing those groups already part of your League’s membership or community partners?

**Q:** How will incorporating groups and individuals from new groups enhance and broaden the effectiveness of your League’s work?

**Q:** Do organizations representing those groups offer partnership opportunities (information, advocacy or action)?

**Q:** Introduce the DEI Lens and have your group us it to answer this question: What steps will you take to engage and develop relationships with these groups?

This **sample worksheet** is one example of how to use the Census Bureau data in your League. Each **vertical column** asks a question about the characteristics you selected to explore in the QuickFacts Census Bureau data.

Decide which diversity characteristics are important in your worksheet and how each will affect building diverse membership and local League planning.

**On this sample worksheet, Column F** (With Which Local Organizations Could Your League Partner Regarding This Group?) **is a critical part of DEI planning.**

*FACILITATORS:*[**Diversity and My Local League Worksheet**](https://docs.google.com/document/d/19c0UAtWu3WOuy9zCFkngo16sFFUCbV4B/edit?usp=sharing&ouid=106283974041598422193&rtpof=true&sd=true) **:**

*Drop this link into Zoom chat or create handouts for in-person presentations,*

***Make a list of responses. The following is for Discussion.***

*Script:* We will work in groups or individually, coming together to build consensus.

**Q:** How do you think we can use information like that in our League work?

**SLIDE 18:**

*FACILITATORS: An overview of your League’s community area is made real when it is experienced directly. Engage participants in a discussion, using the prompting questions below.*

*Script:* Welcome! Your League’s community area are real neighborhoods, Demographics are made real when it is experienced directly.

**Activity 4: Know your League Community.** Do this activity together to prepare to engage with any community your League members are unfamiliar with. You have learned about surrounding demographics, now meet the neighborhoods yourself. Get to know the resources, schools, housing, and the general environment.

Walk, drive, and become familiar with the places where community members live and work. **Get down to street level. As you visit, consider these questions:**

**Q:** Where are neighborhood grocery stores**?**

**Q:** Are schools and churches located in walkable neighborhoods?

**Q:** What are the conditions of the streets and sidewalks?

**Q:** Are playgrounds being utilized and in usable condition?

**Q:** Can you describe the police presence and sense of citizen safety?

**Q:** How will you learn about and connect with leaders and the work being done in
community schools, churches, and civic organizations?

**Q:** How will you make community connections and build equitable relationships?

**Q:**  How will you learn how to be of benefit to the community?

**Make a list of everything you see and stop to talk to bypassers if possible.**

**Q:** What more do we need to become familiar with (crime, life expectancy, cancer clusters, water quality, housing availability, homelessness)?

**Concluding thought: The next learning modules will address equity, inclusion, and the integration of DEI concepts. These modules will deepen your understanding of diversity,**

**Sources:** [**Justice Map:**](http://www.justicemap.org/) **Photo:** [**Sai De Silva**](https://unsplash.com/%40scoutthecity?utm_source=unsplash&utm_medium=referral&utm_content=creditCopyText) **on** [**Unsplash**](https://unsplash.com/s/photos/diverse-neighborhood?utm_source=unsplash&utm_medium=referral&utm_content=creditCopyText)

**SLIDE 19:**  Thank You

*Script:* Thank you - the League is defending democracy for all. Growing diversity makes us all stronger and more engaged!

**SLIDE 20:** Your Diversity Mantra

*FACILITATORS: This the concluding slide before resource listing.*

*Script:* Now you have some ideas to start planning next steps. It might be helpful to keep the big picture in mind with a Diversity Mantra.

* Achieving inclusive diversity means that everyone and every group - as part of a whole, throughout an organization - should be equally valued.
* Always ask, “Who is involved in this?” when making League decisions and examining issues.

Thank you for attending Module 2 of the DEI Learning series. Please let us know how we can improve DEI Learning. Fill out the feedback form I am sharing with you.

**SLIDE 21:** DEI References and Additional Resources

Use these DEI related resources to delve deeper into DEI.

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

*Make sure that participants have links and/or hard copies of these resources. Drop the* [*feedback form*](https://forms.gle/iyzTc4G8yy8s3Dzq6)  *and the* [*Feedback Document*](https://docs.google.com/document/d/1maN7msW3a6l-wlQeEdC_ZqOABvI0BODU3wYvY4HCGwk/edit?usp=sharing)*into the chat.*

*Following the webinar, personalize and send the* [*Thank You letter*](https://docs.google.com/document/d/1uvW05nwrdkVfle0zy2Hj35v6JNH7CVFCmtTIQRahhcI/edit?usp=share_link) *with resource and feedback links to all participants. 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 listed in accordance with* [*Fair Use under U.S. Copyright Law*](https://www.copyright.gov/fair-use/more-info.html)

*Script:*

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

**Thank you.**

LWVPA DEI Learning Modules

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