Facilitator’s Notes and Script to Slides

LWV DEI Learning Module 4: What is Inclusion?

**SLIDE 1** (TITLE) DEI Word Cloud Explanation

*FACILITATORS : If you will be* ***recording on Zoom****, announce to the audience before you begin. 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.*

***\*\*\*\*\*\*\*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 4 , where we ask the questions

“**What is Inclusion and Why Is It Essential to the Work of Your League?”**

The purpose of this fourth presentation is to provide an introduction to and discussion of the League of Women Voters of Pennsylvania’s concept of Inclusion as part of our Learning Module project. The word cloud in the center of the introduction slide lists words that reflect and support the overall concepts of our 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 presentation is transcription enabled. If you need help turning on closed captioning, click on the file I am dropping into the chat.

*FACILITATORS 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 HANDOUTS or links into chat or share in an email prior to an in person event. Have several printed copies available. At the end of this presentation, participants will complete a Feedback*[*form*](https://forms.gle/eu99wMskQ8FVEosz9)*or* [*document*](https://docs.google.com/document/d/1_57QT8bjf8Wfh7E8PUsytcD1XKe9oy9NgP2_nauRQCs/edit?usp=share_link) *which is used to continually improve DEI learning programing. After the event, you will send all participants a personalized*  [*thank you email*](https://docs.google.com/document/d/1tDIJUHky6L3l6oy_9H0HTGVJ3NBdjwag0HbktHv7sBo/edit?usp=sharing) *which includes resources from this module.*

**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*](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 takeaway 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 then continue, below.*

*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*

Note that *the LWV DEI Policy, located in the LWVPA website:*

**SLIDE 5:** What is Inclusion?

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

*Script:*

**Q:** What is Inclusion?

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

**Q:** What is a League Community?”

**What does it mean to be “within the quotes” - to feel fully included and part of the group?** When we think of inclusion, it really means belonging, just like words of a phrase “belong” chosen to call attention or “callout.” The quotes represent and elevate the meaning of all the other words in the text.

Think of inclusion as **belonging** - being *an integral part* of something, like a group of specially chosen words standing apart **to form meaning.** 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.”

**Q:** What are the benefits when members feel included in your League?

**Q:** What barriers, like **internalized and unconscious bias**, hold back new members   
 from feeling included in an organization?

**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 own bias.**  Bias comes from our experiences and identity, cultural knowledge, and lack of information. Bias can encourage adhering to old rules and traditions, cause fear, suspicion, spread misinformation, and prejudice. Our unconscious bias can cause us to disrespect and harm others.”

**SLIDE 6:** Essential Questions Related to the DEI Learning Modules (Part 1)

*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.*

*Then ask for volunteers to read each of the bullet points on the slide.*

*Script:***“What are the Essential Questions to ask about DEI ?**

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

*FACILITATORS* : *The second of 2 slides displaying essential questions. Ask for two more volunteers to reach the bullet points.*

*Script:* **The final two 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 8:** Do Inclusion and belonging matter?

*FACILITATORS: Ask someone from the audience to read the Audre Lorde quote. Information about Audre Lorde can be found at these links:* [*Audre Lorde Project*](https://alp.org/about/audre)*,* [*The Poetry Foundation*](https://www.poetryfoundation.org/poets/audre-lorde)

“Tomorrow belongs to those of us who conceive of it   
as belonging to everyone; who lend the best of ourselves   
to it, and with joy. “

*–* [*Audre Lorde*](https://alp.org/about/audre)

*Script:*

**“Audre Lorde** (1934-1992) was a Black feminist, lesbian, activist, writer, mother, and poet.

In her life she broke barriers and challenged the ways society excluded others.

*FACILITATORS: Next, ask this question, seeking answers from a LWV perspective:*

**Q:** **Is inclusion essential to the future of democracy?** Why or why not?

*Allow for audience answers*

Let’s go to the next few slides …

**SLIDE 9:** Learning Objectives

*Script:* Breaking down the learning objectives for Module 4, Inclusion:

Understand, Identify and put inclusion into practice:

* Understand Inclusion and its importance to your League
* Identify best practices.
* What practices make everyone feel included and welcomed?
* What practices work against inclusion?
* Identify the changes we need to address to build inclusion?
* How do we foster inclusion and belonging in our League - the bigger picture?

**SLIDE 10:** Defining Inclusion

*FACILITATORS: Dop links into the chat if on zoom or offer handouts at in person presentations.*

*Script:* **Defining Inclusion –** ADefinition can be found in this [definitions handout](https://docs.google.com/document/d/1TVwINp2ao41LSqCnxC-14kVO3Ee3N8CjoXeSqhS97qQ/edit?usp=sharing) and the [LWVUS Glossary of terms.](https://www.lwv.org/sites/default/files/2021-04/deiterms_v2_0.pdf)

Here are some suggestions for all League leaders: Download and print out these definitions and refer to them in your work. Remember to always discuss openly and seek agreement on common definitions among your League membership.

“Inclusion authentically brings traditionally excluded individuals

and/or groups into processes, activities and decision/policy making.”

**Discussion Question:**

**Q; Is inclusion essential to the future of democracy?**   
**Q;** Why or why not? “

**SLIDE 11:** Democracy

*Script:* **Defining democracy:**

Democracy brings all citizen (individuals) and/or groups

into processes, activities and decision/policy making

with a system of representation and free elections.

**Discussion -** I’m going to pose the same question a second time:

**Q; Is inclusion essential to the future of democracy?**   
**Q;** Why or why not? “

**SLIDE 12:** Inclusion IS ESSENTIAL for defending democracy

*FACILITATORS: The LWVUS photograph used here is of a Candidates Forum held in Ohio.*

*Script:* **Inclusion IS ESSENTIAL for defending democracy!**

**Q**: What role does the league play in maintaining and strengthening our Democracy? ***Each aspect of League work defends Democracy on some way,***

**Q**: How are diversity, equity, and inclusion interconnected?

**Q**: How are they connected with a functioning democracy?

**SECTION END SUGGESTED** - Long break or end of section

**SLIDE 13:** Part 1 of group discussion in 2 parts (statement A option)

*FACILITATORS****:*** *Discuss one or both of these statements found on Slides 11 and 12*

*(Slide 11 Statement A and/or Slide 12 Statement B)*

*Using the prompting questions provided with each slide, guide a deeper conversation about inclusion. Presentation suggestions:*

*Introduce statements at different sessions.*

*Divide the group into smaller groups, in person*

*Individual journaling or*

*Use Zoom breakout rooms,*

*Bring small groups together after this activity to share reflections and discussion   
highlights in the main group.*

*Statement A:*

“Diversity is being invited to the party. Inclusion is being asked to dance.”

*-Verna Myer*

[Verna Myer](https://learning.vernamyers.com/) - American leader in DEI Learning.

*Optional, show Verna Myers’ introduction video “* [*explore unconscious bias*](https://learning.vernamyers.com/courses/exploring-unconscious-bias-with-vern-myers-for-individuals-in-corporations) *“*

Prompting discussion questions:

**Q**: What do you feel is the meaning behind this statement?

**Q**: Where have you seen examples of Diversity without Inclusion?

**Q**: What is missing if our goal is only being diverse?

**Q**: How does unconscious bias play into being welcoming (or not)?

**Q**: Where have you felt unwelcome, like an outsider?

**Q**: Have you ever self -segregated from something?

**Q**: How should a person feel if they are fully included?

**Q**: What are the qualities of a welcoming space?

**Q**: What are concrete ways our League can become more welcoming?

**SLIDE 14:** Part 2 of group discussion in 2 parts (statement B option)

*FACILITATORS: Discuss one or both of these statements (Slide 11 Statement A and/or Slide 12 Statement B) use questions provided to guide a deeper conversation about inclusion. These statements may be introduced at different sessions. Group may be divided into smaller groups, coming together afterwards to share their discussion highlights.*

*Script:* Before beginning, discuss [Lila Watson’s life](https://lillanetwork.wordpress.com/about/) to give context to statement B.

In Australia, 1967 to1972 political changes created a new awareness of racism, colonialism, and the impact of white Colonists on the lives of Aboriginal people. Many white Australians came to the emerging Aboriginal and Islander organizations asking :

“How can I help? What do Aboriginal people want?”

Lilla Watson,an activist, like other Aboriginal peoples, felt frustrated by those questions. They could not, and would not tell white people what to do and saw reflections of persisting colonial perceptions and attitudes in their offers of help. They needed help to liberate themselves from these: and so this quote is a challenge:

*Statement B:*

**“If you have come to help me, you are wasting your time.**

**If you have come because your liberation is bound up with mine,**

**then let us work together.”**

*-Lila Watson*

Prompting questions:

**Q**: What is the essence of Lila Watson’s statement and why did she make it?

**Q**: Why do we ALL benefit from creating an inclusive group environment?

Consider the question from all perspectives - from the excluded as well as the included segments of the group.

**Q**: Ironically, the tendency is often to exclude ourselves from conversations about race and bias to avoid discomfort. Why is it important we include ourselves in these difficult conversations?

**Q**: What can we learn from the story of Lila Watson’s work in Australia that can help us to show up as trustworthy and beneficial partners?

**Q**: Why do we support existing solutions rather than offering only our own?

**Q**: What is the value of developing long-term partners in collaboration?

**SECTION END SUGGESTED** - Long break or end of section

**SLIDE 15 - Inclusion** Group Problem Solving Work

*FACILITATORS: There are two scenarios given. Either or both scenarios may be used in this module and can also be planned for a separate learning session.*

*Allow enough time for discussion and debriefing questions. Read the scenario aloud. If the meeting is in person, have printed copies to distribute to each group. If on Zoom. place the scenario into the breakout room chats for reference.*

*Review the discussion rules, and remind groups to take turns when speaking. For example, If a person tends to take the lead in discussion, allow others to speak. If a person tends to hold back, as you are comfortable, use this space to share informally in the smaller groups.*

***Scenario A:***

*A League member, Dana, in a leadership role was taken aback by a call for diversity training from a new - and the only - POC member, Lee, who spoke about feeling excluded and unwelcome based on race. This member related having been repeatedly passed over and her ideas openly dismissed while the opinions of others were welcomed and listened to.*

*Dana felt defensive and attacked during the discussion and claimed that the League was “color blind.” Further, these claims of racial bias have distressed many of the white members. “I do not notice color myself and insist that everyone be treated the same in this League. Dr. Martin Luther King Jr asked us to be color blind. We are color blind.”*

You are another leader on this League’s BOD.

Prompting Question:

**Q:**How will you respond to this situation?

**Q:**What changes should be made to the League’s culture and practices?

**Q:** If you agree with Lee, what type of DEI training would be helpful?

***Scenario B:***

*Cancer is on the rise in surrounding communities located near a power plant.*

*Many of the residents and their families are afflicted and sick. Recently there have been local media articles written calling attention to the “cancer clusters”. Residents in these communities live with extreme economic disadvantage and are unable to move. Many are part of racially disadvantaged groups. Young people have few options for employment or education. Transportation and access to healthcare is increasingly less available.*

*Premature death and medical disability have affected these communities for*

*decades. Vandalism and theft are increasing problems. Community members are adamant that what is needed is intervention and reallocation of county resources. Your League has learned of this through your local NAACP, Hispanic Center, and churches and groups with whom you have been allied in previous voter registration events*

You are a leader on this League’s BOD.

Prompting Questions:

**Q:** How will you respond to this situation?

**Q:** What should be the League's response and HOW will you respond?

**Q:** What priority are you willing to place on this health concern and are you   
 willing to shift your own League priorities to become involved?

**SLIDE 16:** Next Steps: LWV DEI tools for advancing inclusion

*FACILITATORS:*Next Steps, a tool for engaging with DEI

*Show the DEI Lens document and share it as a handout or a link in the Zoom chat. Note that there is a* ***specific training to help you begin to use the DEI Lens beyond the basic modules that everyone should take.***

*Script:*

The Next Steps for League Leadership. We will just introduce the DEI Lens and Needs Assessment.

**THE DEI LENS:**  Preparation for Module 5 and, beyond that, using the [DEI Lens,](https://docs.google.com/document/d/1HGOK75ldUChSIRpTgzhsd-r_HpR5sMsc/edit?usp=sharing&ouid=118141439023829194430&rtpof=true&sd=true) DEI Lens Training beyond the basics.

**Q:** Ask the group to describe ways this tool would be useful.

**Q:**  Have any leagues begun to use the DEI Lens? How?

**The Journey continues!**

**Needs Assessment Activity** for League leadership and joining the Equity Team:

* As a League, we conduct an annual LWVPA DEI Needs Assessment for local Leagues. Please participate! This data informs our DEI programming across the Commonwealth. This survey is received by LWVPA once each year from local Leagues and reported on annually. However, assessments can be used by local Leagues for their own use at any time. Contact [equity@palwv.org](mailto:equity@palwv.org) for information and to use the Needs Assessment tool. .
* IMPORTANT: Appoint or elect a League DEI Representative who will lead the work of building DEI and join the **LWVPA Equity Team** (contact equity@palwv.org)
* Continue DEI learning and make it accessible to all members.
* Take the [DEI Lens](https://docs.google.com/document/d/1HGOK75ldUChSIRpTgzhsd-r_HpR5sMsc/edit?usp=sharing&ouid=118141439023829194430&rtpof=true&sd=true) webinar and other DEI programming.
* Develop equitable relationships in diverse communities throughout your League Community,
* Learn about the [Committee for Support](https://www.palwv.org/committee-for-support)  a resource available from LWVPA for all League related support and to respond to instances of discrimination and bias if and when they occur.

**SLIDE 17:** Wrap up and Call to Action from Module 4

*FACILITATORS: Audience discussion using prompting questions, as time permits.*

*Script:* Discussion Questions:

**Q:** How are diversity, equity, and inclusion interconnected?

**Q:** How will inclusive practices support the mission of your League?

Ending - popcorn style:

**Q:** What new inclusive traditions will you start to ensure that all members and visitors

experience a real sense of belonging?

**SLIDE 18:**

*FACILITATORS: Drop* [*feedback form*](https://forms.gle/iyzTc4G8yy8s3Dzq6) *into chat and share as a* [*printable file*](https://docs.google.com/document/d/1_57QT8bjf8Wfh7E8PUsytcD1XKe9oy9NgP2_nauRQCs/edit?usp=sharing)*. 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 resources. Personalize and send the generic* [*Thank You letter*](https://docs.google.com/document/d/1tDIJUHky6L3l6oy_9H0HTGVJ3NBdjwag0HbktHv7sBo/edit?usp=share_link) *with resource links to all participants. The generic letter is available in the Module 4 folder,*

*Collected citations are available in the* ***FACILITATORS: READ FIRST Folder*** *included in 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:* I am dropping these References in the chat and will follow up with an email to today’s participants.

Please let us know how we can improve DEI Learning.

**Fill out the feedback form I am sharing with you.**

Thank you for attending Module 4!

LWVPA DEI Learning Modules

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