Facilitator’s Notes and Script to Slides

LWV DEI Learning Module 5: Integration

**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 5 , where we ask the questions

“**What is Your Plan to Integrate DEI into Your League?”**

The purpose of this fifth presentation is to discuss how to put the DEI Policy into practice 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 (URL is below) .*

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

*DROP MODULE 5 HANDOUTS into chat or share in an email prior to an in person event and have several printed copies available.*

*At the end of this presentation, your participants will again complete a DEI Policy* [*questionnaire*](https://docs.google.com/document/d/1A7tu-6OVqNH9rLkNvoLYMLYJbskDI-SZ/edit?usp=share_link&ouid=118141439023829194430&rtpof=true&sd=true) *on their Leagues readiness to formally adopt and implement the LWVUS DEI Policy.* ***This questionnaire was given at the end of Module 1. All participants should have now incorporated the included steps.***

**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 LWV* [*DEI Policy*](https://www.palwv.org/dei-policy)*, located in the LWVPA website:*

**SLIDE 5:**

*FACILITATORS:**Read the script aloud:*

*Script:* This is the 5th of the 5 DEI Learning Modules. This module will focus on developing a plan to integrate DEI. A plan to take DEI policy from words into action; from words into practice. A plan to help us become a more diverse, equitable and inclusive organization so we can achieve greater mission impact. [*LWV DEI Policy*](https://www.palwv.org/dei-policy) *is located in the LWVPA website.*

The quote shown on this slide is from the DEI Policy which was 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. Graphic is from the LWVUS DEI resources.*

*Script:* What are the Essential Questions to ask about DEI ? (this is 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 7:**

*Facilitator’s Note*: *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/diversity-equity-and-inclusion) in League and community?”

This last question is the focus of this module: “**advancing the DEI policy and integrating DEI within your League and community**.”

[*LWV DEI Policy,*](https://www.palwv.org/dei-policy) *located in the LWVPA website:*

**SLIDE 8:** Learning Objectives

*FACILITATORS Read the Learning Objectives, below to follow the slide,*

**Our Learning objectives for the fifth and final learning module in this seres are:**

1. To understand the power and influence of culture, **examine League culture. Understand the role of League culture and history and how these influence our perceptions, policies, and actions.**
2. Understand why and how we adopt **equitable practices and policies which allow everyone to participate.**
3. **Activate an inclusive and welcoming culture in your League.** Continue to learn, excite change, be open to ideas which will help our Leagues meet the future.

**SLIDE 9:**

*FACILITATORS Read this slide aloud or ask members of the audience to take turns reading one of the bullet points. Start each bullet with “We imagine a League that…”*

*Script:* In order to create a plan to integrate DEI, we need to know what our goal is, what we hope to achieve with the plan. **Our DEI Vision is that goal.**  We’ve shared the vision throughout the DEI Learning modules. The LWV DEI Vision provides the framework for understanding what we need to do as an organization and as individuals to work towards becoming a League that is open to everyone, is engaged, connected and of benefit to our communities.

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 10:**

*FACILITATORS: Drop links into the chat*

LWVUS Transformation Roadmap: [Transformation Roadmap](https://www.lwv.org/league-management/policies-guidelines/transformation-roadmap)

*Script:* So how do we get there? How do we achieve that vision? Achieving the vision of becoming a more inclusive, equitable and diverse organization requires us to make a culture shift and a commitment to learn both as an organization and as individuals about DEI.

AWARENESS; The need for a ‘culture shift’ comes from the LWV Transformation Roadmap research. If you are not familiar with the Transformation Roadmap, the report is available on LWVUS website and it provides much of the background for the DEI initiative. **The link to the Transformation Roadmap is in the chat.** The DEI policy and many of the DEI initiatives developed by LWVUS are the result of the research.

In brief, the Transformation Roadmap is the output from a several year process of ‘self-reflection, environmental scanning, hard discussions, and tough decisions” related to the continued relevance and health of the League.

The research identified a number of challenges including that our membership is not reflective of the communities in which we work. And the homogeneity of our membership is seen by people both internal and external to the League as a limitation to our effectiveness and credibility.

The research found (as is stated on the slide) that we could achieve **“*greater mission impact with a culture shift that focused on becoming more diverse, equitable and inclusive by applying a DEI lens to the work we do and making a concentrated effort to expand our education and knowledge of DEI both as an organization and individuals”.***

**SLIDE 11:**

*FACILITATORS: Drop link into the chat:*

Definition of Culture: [merriam webster](https://www.merriam-webster.com/dictionary/culture)

*Script:* Culture is defined in Merriam-Webster’s dictionary in two ways:

The first defines culture as the customary beliefs, social norms, and material traits of a racial, religious or social group.

When we think about culture, we think about it in the context of a society or group of people who live in a defined space who share a culture.

For example, someone who grows up in the United States is different in many ways, some of them obvious and some of them not so obvious, from someone growing up in China, Sweden, South Korea, Peru, or Nigeria. The U.S. is considered a “Western” culture, because it shares common cultural ideas, philosophical foundations and beliefs of many cultures of European heritage.

Culture influences not only language but the gestures we use when we interact, how far apart we stand from each other when we talk, and the values we consider most important.

**Cultural change** is the way society is changed, taking on new cultural traits, behavior patterns, and social norms as a result of innovation and invention. Think about how our culture changed following the introduction of automobiles and mobile phones.

A society’s culture can also change through contact with other societies as in the case of a war or mass migration. Social scientists are currently studying how the global COVID-19 pandemic may be changing the culture of the United States.”

**Discussion Question:**

**Q: What culture changes have you seen and experienced since the start of the pandemic?**

*FACILITATORS: Use these prompting questions to generate discussion:*

**Q**: How has the pandemic changed:

* How we work?
* Go to school?
* Seek entertainment?
* Understand our moral obligations to others?
* Interact with institutions?

Link **definition of culture:** [merriam webster](https://www.merriam-webster.com/dictionary/culture)

Image source:"[Crowded Sidewalks](https://www.flickr.com/photos/48600085265@N01/9175661)" by [brianteutsch](https://www.flickr.com/photos/48600085265@N01) is licensed under [CC BY 2.0](https://creativecommons.org/licenses/by/2.0/?ref=openverse).

**SLIDE 12:**

*Script:* Culture can also be defined in the context of an organization.

Organizational culture is the set of shared attitudes, values, goals, and practices that characterizes an institution or organization. Organizational culture includes beliefs, assumptions, norms, artifacts, symbols, actions and language patterns shared by all members of an organization.

There are a number of reasons why organizations change their culture. A few examples include mergers; new leadership, social shifts, technology change and loss of competitiveness.

As mentioned earlier, through the League’s transformation assessment process, the League identified several challenges to our organization’s future growth and relevance that necessitate “***a change and shift in our culture.***”

**Discussion Questions:**

**Q:** What do you see in this photograph that gives an idea of the culture in 1920?

**Q:** What do you see in this photograph that gives an idea of the culture of the League in 1920?

**SUGGESTED PAUSE** - Break or session end

**SLIDE 13:**

*FACILITATORS Drop link into the chat:*

Iceberg of Culture: [Edward T Hall Cultural Iceberg Model](https://www.spps.org/cms/lib/MN01910242/Centricity/Domain/125/iceberg_model_3.pdf)

*Script:*

An iceberg is often used as an analogy or metaphor to explain culture. As shown in this graphic, in an iceberg, only about 10% is visible above the waterline. The majority of the iceberg is hidden beneath the surface.

In 1976, American Anthropologist Edward T. Hall suggested that culture was similar to an iceberg. He proposed that culture has two components and that only about 10% of culture (external or surface culture) is easily visible; the majority, or 90%, of culture (internal or deep culture) is hidden below the surface.

There are many dimensions and aspects to the League’s culture, some visible through the way in which the League operates at all levels. Other aspects of League culture are less visible but felt in the way League members interact with each other and with external stakeholders, in managerial style, and in the way conflicts are managed. “

*Reference*: [Edward T Hall Cultural Iceberg Model](https://www.spps.org/cms/lib/MN01910242/Centricity/Domain/125/iceberg_model_3.pdf)

**SLIDE 14:**

*FACILITATORS: Define “aspects of culture” (below). Ask participants to brainstorm - share in chat or raise hands to name aspects (qualities) of culture. Use examples to make sure that your request is understood.*

*There are no wrong answers, although some may be more relevant than others.*

*Script:*

What are aspects of culture? Aspects of organizational culture?

Aspects are qualities or components that describe or define something.

1. Example: **Belief**

“An aspect of the League I love the most is our **belief** that democracy is worth defending.”

“In my culture, we strongly **believe** in God.”

“I **believe** that my people are superior to others of other races, ”

A belief can be both above and below the surface of the iceberg.

1. Example: **Bylaws**, **laws or rules** to control the actions of members)

An aspect of culture can be something it possesses, a component. **Bylaws** define expectations of an organization’s culture. They are visible - written - and above the surface on the Iceberg, However, member attitudes and behaviors regarding bylaws are unwritten and may be below the surface.

“In my culture **stealing is a crime.**”

“Our **laws** on immigration are dehumanizing and unjust.”

**Q:** How can the dominant culture influence an organization’s culture?

**Q:** What are some more **basic components** of organizational culture?

What components can you name?

**Q:**What other aspects are part of your League’s culture?

Have participants add examples. (Ie *managerial style, trust level, conflict management, friendship, power dynamics, systems, technology, resources (human and financial)?*

*FACILITATORS: Acknowledge each answer. Move to the next slide after a few responses.*

**SLIDE 15:**

*FACILITATORS: Now drop all “aspects of culture” words (below) into the chat.*

*Script:*

In the chat and on the slide are sixteen words that describe basic aspects of organizational culture:

**Policies, mission, strategies, goals, bylaws, vision, beliefs, assumptions, perceptions, feelings, values, norms, traditions, stories, rules, structures.**

*Include other valid words that the audience just brainstormed.*

**Q:** What are **actual League examples** of these aspects?

**Q:** Where do they exist? What is visible or invisible?

**Q:**Can something be both above and below the surface?

Let’s look at “**policies**”.

**Q:** Are policies visible and above the surface or below?

**Q:** What about ‘informal’ policies versus “formal” policies?

Policies - like the **DEI policy** - are written but are subject to interpretation. A policy could be both visible and invisible.

**Q:** Can you think of an example of how that works?

Now we are ready to dive deeper - **What is visible and invisible on the League’s “cultural Iceberg?**

*FACILITATOR: If time permits, ask the audience to choose a second word on the list and follow through with the same three questions to examine its nature. Then, move to the next slide.*

**SLIDE 16:**

*FACILITATORS: Refer to “aspects of culture” words placed in the chat.*

***NOTE:*** *On Zoom leave the slideshow mode so that this slide can be modified in real time on the slides with participant input.*

*In a live presentation. Using a white board or large flip chart is recommended,*

*Led by the questions below and with participants input, place yellow circles on the iceberg to represent specific aspects of culture. Have participants contribute their own examples of League culture and where it place on the iceberg.*

*Script:* Let's look at the placement of “DEI Policy” Note that the DEI POLICY is placed on the iceberg so that it is both visible and invisible.

**Q: Why*?***

Let's try to find and place some more aspects. What aspects of our League’s culture are above the surface - visible and overt? What aspects are below the surface and invisible - covert? Are aspects clear or vague/blurry?

*FACILITATORS; Use examples as needed to prompt contributions from participants.*

Aspect League Example

**Policies** Hidden costs of membership:Expectation to pay for our own transportation

and printing, child care, etc.

The written Nonpartisan policy

**Mission** Defending democracy https://www.lwv.org/about-us

**Strategies**  We position ourselves visibly in senior high schools.

More affluent schools are visited more often

**Goals** We will increase our donations by 5% this quarter

**Bylaws** Written Document

**Vision**  Statement: We imagine a League that commits at the individual and

collective level to being more self-aware and understanding of diverse

perspectives and experiences.

**Beliefs**  Diversity will make us more viable, stronger, and sustainable in the future.

People without advanced degrees are less intelligent and less capable than those with them

**Assumption** We are seen as nonpartisan and fair.

We are seen as welcoming and unbiased

Underserved communities are not interested in working with us.

**Perceptions**  The environment is in crisis.

**Feelings** Non voters do not care as much as we do about democracy.

**Values** Every eligible citizen should have access to voting.

**Norms** All League members in good standing are eligible to run for   
 League leadership positions

**Traditions** We always meet at this restaurant for our events - Its “tradition.”

“The League Way” is important

“The League Way” Needs to chance,

**Stories “ …** The Woman’s Suffrage movement was (or was not) racist.”

**Rules** League leaders may not not hold elected public office

**Structures** An organizational chart / A meeting format outline

*CONCLUSION: Ask the audience to look at the overall placement of the yellow circles.*

*Stop share, for these discussion questions:*

**Q: Why do we need to know what is invisible or visible about our culture?**

**Q:** How can this graphic clarify our understanding of League culture?

**Q: What is your opinion?** Is there any time in which all aspects of a culture are visible? Or will some things always be hidden from the outside?

*RETURN TO “SLIDESHOW” MODE to continue*

**SUGGESTED PAUSE** - Break or session end

**SLIDE 17:**

*FACILITATORS: Drop link into chat. Read the quote on slide aloud.*

Link to Torben Rick (organizational change professional) quote: [Why is organizational culture change difficult](https://www.torbenrick.eu/blog/culture/why-is-organizational-culture-change-difficult/)

*Script:* Torben Rick, an organizational change professional, wrote:

**“ Changing culture is a bit like changing the course of a large ship – it takes time to manoeuvre and whilst the engines are pushing one way the tides and winds are pushing another.”**

Changing an organization’s culture is easier said but not easily done. Change requires intentional focus and a commitment personally and collectively.

**Q:** **Why is organizational culture so difficult to change?**

*Give participants chance to respond, then add thoughts*

**Challenging Culture change:**

Thinking of the iceberg of culture for our League, it is easy to see how challenging culture change can be. At the top of the iceberg, there are visible indicators of a culture, ones that are much easier to change such as a policy or a bylaw – but underneath is a bigger, invisible mass that holds all the ingrained cultural assumptions that are extremely difficult to affect.

Transforming these underlying perceptions, traditions, and shared assumptions is the real hard part of culture change, and it can take many months or even years to see the results of such initiatives.”

*Source:* [*Torben Rick*](https://www.torbenrick.eu/blog/culture/why-is-organizational-culture-change-difficult/) *- Organization change management and transformation professional*

**SLIDE 18:**

*FACILITATORS: Read script aloud.*

*Script:*

In your local League Community – as well as at any level of the LWV organization – Greater LWV mission impact is possible by embracing DEI;

* Fully embrace LWV values.
* Take action beyond policy and words.
* Engage with each other and all communities.
* Be inclusive, connected - Understand community needs and be able to be of real benefit to all: diverse communities, groups, and individuals.
* Continue to learn about DEI - History of the League, applying the DEI lens

**Reference: LWVUS Webinar:** [Whys and What of DEI](https://zoom.us/recording/play/flM2v2WkrGKipExFsEBFQUzXrTGIEEiHnHEDWDgpANI4r11OafWCRFb5vQIUiwa0)

**Resource:** History of the League video from LWV of Greater Pittsburgh: [Acknowledging our History, Growing a More Equitable Future](https://www.youtube.com/watch?v=iPRFFUB4Lik)

**SLIDE 19:**

*FACILITATORS: Read script aloud.*

*Script: (from the slide)*

*“*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.”

The culture shift and change that is needed for the League to achieve it’s DEI vision applies to all levels of the League (members, leaders, committees, local, state, national) and it must be working in both principle and practice:

* It requires a meaningful culture shift - one that applies the DEI lens to the many facets of our work, from the vision and strategy through to the day to day mission impact work
* It is a culture that fully embraces and is in alignment with the values that we embrace.
* It is a culture that is action oriented. Our DEI work cannot be in policy or word alone. **DEI must steer our mission and advocacy.**
* It is a culture of engagement with each other and our League communities, to make sure we are an organization open to everyone and connected and able to be of genuine benefit .”

**Source: LWVUS Webinar:** [Whys and What of DEI](https://zoom.us/recording/play/flM2v2WkrGKipExFsEBFQUzXrTGIEEiHnHEDWDgpANI4r11OafWCRFb5vQIUiwa0)

**SLIDE 20:**

*FACILITATORS: Read script aloud.*

*Script:* **CLOSING**

Close your eyes. I will reread the last statement from the LWV vision statement. As you listen, believe you are now at a point in the future. Think of the ways you have transformed as an organization.

What have you accomplished by embracing a new League culture? **Focus on one accomplishment that is important to you.** Be sure you can name it clearly and succinctly.

**“ I envision a League that Is known for being relevant, diverse, equitable and inclusive - inside and out.”**

*FACILITATORS; Pause for reflection. Then - at the count of three - have each participant place one accomplishment into the chat.*

**SLIDE 21:**

*Script:* If your League has not taken this step, **join the LWVPA Equity Initiative today**.

Contact [equity@palwv.org](mailto:equity@palwv.org) for more information, resources, and support.

Encourage all your members to attend Equity Initiative LWVPA programming and

LWVUS DEI Programming.

**SLIDE 22: References**

*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* [*Feedback form*](https://forms.gle/iyzTc4G8yy8s3Dzq6)  and [*Feedback document*](https://docs.google.com/document/d/1iKO4eQXby_BWBQgbLNWy_0_cC7plqYWicTr0HbuZdyc/edit?usp=share_link) *into the chat or share as a printed handout.*

*Personalize and send the* [*Thank You letter*](https://docs.google.com/document/d/19u3-eC19G_8UlmntmiS4qRtGKuLEbjlo_aCVunHVZo8/edit?usp=share_link) *with resource links and feedback form to all participants. The generic letter is available in the Module 5 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:***Thank you for attending Module 5** of the DEI Learning Series!

Please fill out the two questionnaires I am dropping into the chat

1. This [Feedback form](https://forms.gle/iyzTc4G8yy8s3Dzq6) will help us improve the webinars in the future. Complete the form or complete and return as an attachment to equity@palwv,org
2. The LWV DEI Policy [Questionnaire](https://docs.google.com/document/d/1A7tu-6OVqNH9rLkNvoLYMLYJbskDI-SZ/edit?usp=share_link&ouid=118141439023829194430&rtpof=true&sd=true) I am sharing will provide feedback directly to your League as it continues the next steps in this DEI journey, You were given this questionnaire at the end of Module 1. Complete it again and compare your answers to provide a wa*y* to evaluate your DEI progress, having completed the 5 Learning Modules.

LWVPA DEI Learning Modules

© Copyright 2022 League of Women Voters of Pennsylvania

Use with permission. For educational use only.