



Bringing this online Cultural Humility training to your team, facilitation tips, and preparation

GETTING STARTED AND DECIDING IF THIS TRAINING IS FOR YOU

I recommend you read this and watch the Intro video and Module 1 video to get a sense of whether this workshop is right for your team. If you want to use these modules, your team will want to know what they're getting into. You can share the Intro video with them and gauge interest.

These modules can be used for **in-person or online** groups. We recommend groups of 25 or less so that there are opportunities for small group and whole group discussion.

LOGISTICS AND TIME

For in-person trainings, you need to project the video on a screen and a physical space to break people into small groups. Seat people in a half circle when watching the video if possible.

For online, we recommend a platform with breakout room capabilities. You or a designated facilitator will play the video modules and manage the breakout rooms. If you have no experience with breakout rooms on Zoom, I can help with that. It's easy.

LENGTH OF THE MODULES

The first 3 modules can take between 60-120 minutes depending on how deep your team wants to dive into the topics and conversations. The 4th optional module should take 30-60 minutes. In each module I talk between 15-25 minutes. The remaining 40-100 minutes should be your group interacting with each other. We recommend setting aside more time than you think you'll need. If you end a module early, nobody will complain! People often want **more** time to listen and share.

You can do one module a week, one a month, or all in one day (not recommended 😊). You decide what is best and share it with your team or propose different options for them to discuss and decide.

FACILITATION TIPS:

I will make it clear in the videos when to pause the video and break into small group conversations, but you will need to designate a facilitator who can transition between my presentation and the group discussions and keep track of time. If the facilitator is not a professional facilitator, these tips will help.

Group discussion size: If your group is more than 8 people, I recommend putting people into **groups of 3-4** for small group discussions. Encourage people to have their cameras on if you're doing it virtually.

Discussion time: Do what you think is best for your group. Typically, 10 minutes for small group conversations, and 5-10 minutes to harvest the smaller conversations with the large group is good.

Some people appreciate a minute or two to gather and/or write down thoughts individually before jumping into a small group discussion, so do that if you know some team members would appreciate that. A few times I'll recommend journaling before small group discussions.

When you return to the large group, don't just have each group report out (boring). Make it a conversation. Questions to ask the group after the small conversations can include:

- What emerged in your group? What common themes did you hear?
- What resonated for you? What did you hear that was interesting?
- What questions came up for you?

When people share something from their small group, encourage them not to say the names of people in their small group in case they misrepresent what the person said, and to respect confidentiality.

Each module ends with a large group discussion about takeaways, questions, etc. If time is short, have people share in the chat on Zoom, or write on an index card for the facilitator to read if in person.

Managing talk time:

The guidelines discussed in the Intro video should help with this, and we recommend revisiting those guidelines or whatever guidelines you use at the beginning of each module. The facilitator can also help to ensure that people have opportunities to share, and that a few people don't dominate all the talk time. If you notice that a few people are dominating the talk time, you can say something like "Let's hear from some people who haven't shared yet."

We recommend not to call on people (unless they want to be called on!), and always allow people to pass if they don't want to share. Some people need more time before they jump in to speak, and they require a few seconds of silence before they offer their voice. It's important for everyone to understand that and for the facilitator to be okay with a few seconds of silence to offer more chances to share.

WHAT PARTICIPANTS NEED TO COME PREPARED

Encourage participants to bring a journal to write in. You can send people these videos and articles as optional viewing/reading ahead of time. A few we will watch and discuss together during the training.

- Cultural humility and competence - https://youtu.be/c_wOnJJEfxE
- Diversity/Equity/Inclusion - <https://youtu.be/GPPLbsEazNc>
- Equity vs. Equality https://youtu.be/nCS7Rus4_-Y
- Ladder of Inference - <https://youtu.be/RwiELtWVyVc>
- Anti-racism - <https://youtu.be/doHhMjudb3c>

Short Articles:

- Good definitions of terms - <https://aclrc.squarespace.com/antiracism>
- Cultural Humility - <https://hogg.utexas.edu/3-things-to-know-cultural-humility>
- IDI - <https://idiinventory.com/generalinformation/the-intercultural-development-continuum-idi/>