

TABLE ROLES

TIME KEEPER:

Reason: Setting time limits is a way to make sure conversations are fair and inclusive. Everyone deserves the same amount of time to speak. Different people have different response times and communication speeds, and sometimes we are surprised when, given our fair share of time, what bubbles up and inspires us to "step up". As importantly, the timekeeper helps people who tend to dominate conversations to relax and "step back" a bit, to listen.

When we provide a topic or prompt, we'll also say how much time each member of the group has, or how much time the group has.

Tasks:

The timekeeper signals the start and the stop time for each speaker or the group.

The timekeeper lets a speaker know their time is up, and tries to do that without having to interrupt, but allowing them to finish a phrase or brief idea.

Even if someone is silent for their allotted time, the timekeeper makes sure to hold that time silent for them.

The timekeeper is not the "chair" of the group—these groups are 100% collaborative.

NOTE TAKER:

We'll be asking individuals in groups to write down on paper, cards, or on post-its their ideas, so we hope that this role won't be unnecessarily burdensome. However, when a group is asked to share in writing ideas for the whole room, the note-taker can be helpful.

GROUP CLIMATE OBSERVER?SUPPORT:

Everyone is responsible for self-care, and for engaging in civil discourse that is designed to avoid causing harm. However, having one person paying attention to the climate of the group supports self-care and civil discourse for all. This person may suggest that the group needs to stop a second and check in on how everyone is doing, to breathe, and to remember the guidelines for civil discourse. This person should reach out to Kim or Carol if they are concerned about how someone is doing in their group., whether withdrawn or upset.

CREATING YOUR TABLE:

To achieve the best results from this discussion today, diversity within each table group is a priority. Diversity can be in age, gender, ethnicity, race, religion, age, community role, opinion, education, and so forth. Try to fill your table with the full number of participants and look around you to see how you can "mix it up" a bit if necessary. We are asking that there be no more than one council member per table.

Take a couple of minutes to seat yourself where you feel you can contribute effectively. For some of you, in order to feel safe, you may choose to sit close to a companion. While the conversations today are designed to support and teach us to be civil while engaging in challenging conversations, if you prefer to sit near a trusted friend, please do. Thoughtful self-care is always a priority.

PAIRS:

Two people stand face to face. They make sure they know each other's names.

A prompt is given, and the dyad pair take a minute or two to think about it and decide who will speak first.

Each person is given equal time to talk.

The listener does not interrupt, sympathize, break in with a personal story, or react emotionally through body language. The listener's job is to hold a space for the speaker to be able to form her thoughts and speak safely.

Even if the speaker falls silent, the listener remains quiet and waiting.

It is important for the speaker not to criticize others or attack the listener while speaking.

When it is time to switch, the roles reverse, and the new speaker does not need to respond at all to what they have heard. It is their time to respond to the prompt.

When the time is up, partners thank each other.

When speaking about what comes up for us during the dyads, we do not report on what the other person said, only what we said and thought about. It's fine to ask the other person, though, if they wouldn't mind sharing.

Use a timed round-table/group discussion to report out/share.

GROUP DISCUSSIONS/ROUNDTABLES:

Each speaker is given equal time to speak.

Everyone in the group speaks once before anyone may speak twice.

As in the dyads, the listener does not interrupt, sympathize, break in with a personal story, or react emotionally through body language. The listener's job is to hold a space for the speaker to be able to form her thoughts and speak safely.

It is important for each speaker to avoid criticizing other people specifically or attacking others in the group while speaking.

When it is your turn to speak, you do not need to comment on what anyone else has said, though you may if you wish.

SCENARIOS

Scenario 1: A hiring committee at a corporation in Denver appointed by their director of Human Resources is faced with choosing between two highly qualified individuals. The most qualified one has a known history of alcohol abuse that resulted in his entering rehab and he is still in treatment for it; and the other meets or exceeds the position qualifications but is not as experienced or rated as highly as the one in treatment. What do the committee members discuss in deciding to whom to offer the position?

Scenario 2: A group of friends meets over coffee or tea at a local cafe to talk about a school shooting incident in a neighboring small town. Fortunately, no one was injured; the shooter was a random stranger, and, although he attempted to suicide himself, is in custody. One of the friends is a survivor from a school shooting from a decade ago that resulted in the death of her friend. One of the friends is a mental health expert. One of the friends is in law enforcement. One is a mother. They are multi-racial and are of different religions. Talk about the different ways that the incident might be discussed by these friends.

Scenario 3: A hiring committee is appointed by the Human Resources office of a corporation in Denver to find a new Chief Operating Officer. The committee is made up of five people, all of whom are white males over thirty and under fifty. The committee members discuss the makeup of their group at their first meeting. What are their considerations? What might they do?

Scenario 4: A Board of Education in a small city in Idaho meets to discuss complaints by parents regarding the behavior of a coach that may amount to sexual harassment. The Board is made up of 8 individuals including two women. One of the members of the Board, a father of a player, is a close friend of the coach and extremely outspoken. One of the women on the Board endured sexual assault by a trusted elder when she was a child, though no one on the Board knows this. One of the Board members is an expert in the definitions and rules of sexual harassment. How might the meeting be conducted to ensure that all voices of the Board are heard and respected? How might gender or past experiences affect what is said? What next steps might the board members decide to take regarding this individual?

Scenario 5: A neighbor calls the police during a dispute in her home, when it threatens to become violent. Their child of 12 is in the house as well. The police place her husband in custody. You have worried about your neighbor before, during loud arguments, door slamming, and a time or two when she has shown bruises, she blamed on falling. Her husband is released from custody, she does not press charges, and he returns home. Discuss what considerations you would have, and what options you/any neighbor might have in such a situation.

Scenario 6: A university's upper level administration of about 12 people has only 1 woman among them, the head of the human resources office. They are having to undergo a search to replace their vice-

president. They brainstorm how they can frame their search, who should comprise the search committee, what events should be part of the candidate visit to campus, and what is fair to all candidates even though they are seeking to increase the presence of women and people of color on the executive level team. What ideas come up regarding these different elements of a search when they brainstorm?

Scenario 7: A good friend reaches out to you and lets you know she thinks she is experiencing severe depression and has thought about killing herself. What do you know about depression, suicide, and what can you say to your friend? What more do you need to know about mental health and depression and suicide?

Scenario 8: A bank's upper level administration has been faced with high turnover rates and has vacancies in several key areas. Even worse, it experiences a sudden resignation of two individuals critical to the daily running of the bank. They need to rapidly identify people to fill at least two of those positions. One person comes up as someone who can fill one of the critical positions, though he recently has experienced some mental health problems. Brainstorm ways they might they approach their situation.

Scenario 9: During a heated meeting about trash removal in a neighborhood in a large city, a soft-spoken African American woman addresses the council about fairness and safety in her neighborhood related to this issue. One of the white council members harbors racist bias so assumes the woman is uneducated, powerless, and doesn't really "get" what it is to manage or lead in her neighborhood. In a condescending tone he suggests she should be patient and trust the council to do its work. How might she respond? How might other members of the council respond? How do different "tones" make us feel, and why?

Scenario 10: At the grocery store, a shopper has a visible, legal, open carry gun in her hip holster. Another shopper was recently held up at gun point with a hand gun, by a woman, and she is made very anxious (triggered) by this. Discuss strategies that the triggered shopper might undertake to cope. How might someone respond to her if she brings this up with store personnel or reveals her anxiety to other bystanders/shoppers?