**Workshop 5: Building a Racial Equity Team**

**Learning Objectives**

* Gain an increased understanding of how change happens in organizations and the key considerations for building organizational capacity to advance racial equity across functions and hierarchy in your city.
* Be prepared to address barriers and potential opposition to developing a team.
* Explore different team structures and connections with community.
* Develop first steps and resources for building organizational capacity to advance racial equity.

**Pre-Workshop Prep –** participants should read [Equity: The Soul of Collective Impact](https://www.policylink.org/find-resources/library/equity-soul-of-collective-impact)

| ***Time*** | ***Agenda Item*** | ***Facilitator Notes*** |
| --- | --- | --- |
| 15 minutes | Welcome, objectives and introductions | Welcome and facilitator introductions  Welcome, everyone. It’s our pleasure to be here with you all today. We appreciate your interest in the work to advance racial equity.  *Facilitators briefly introduce yourselves and share why you’ve volunteered for this effort.*  *Distribute* ***Agenda with Group Agreements on the back (Attachment 11)****.*  Objectives  *Share the workshop objectives.*  Hopefully you all had the opportunity to do the pre-reading. In today’s discussion we will be digging deeper into some of the ideas in the article. If you didn’t have a chance to read it beforehand, we encourage you to read it afterwards.  The workshop has a mix of different activities; we have designed it to be interesting, engaging and useful for our work. We know that race can sometimes be an uncomfortable topic. We know that doesn’t have to be the case. Today’s workshop is designed to help you build a racial equity team.  The objectives of the workshop are:   * Gain an increased understanding of how change happens in organizations and the key considerations for building organizational capacity to advance racial equity across functions and hierarchy in your city. * Be prepared to address barriers and potential opposition to developing a team. * Explore different team structures and connections with community. * Develop first steps and resources for building organizational capacity to advance racial equity.   Participant introductions  Ask participants to share: name, role, whether they attended any previous sessions, and one thing they hope to gain from the workshop.  Announcements   * Make sure your cell phones are off or on vibrate. * Restroom locations. * Any other pertinent announcements. |
| 5 minutes | Group agreements | Before we begin we want to establish some group agreements. These are on the opposite side of your agenda. Let’s read them aloud. Can I have a volunteer start with #1? (*then proceed going around either to the right or left of the initial volunteer).*   * Stay engaged. Speak from your own experience. Experience any discomfort that comes up as part of the learning process. Breathe. * If, when in racially-mixed groups discussing race, you usually hold back, speak up. If, when in racially-mixed groups discussing race, you tend to speak often, take a pause. * Expect and accept non-closure on long-term issues; the work is ongoing. * Listen for understanding. Honor concerns – ask for suggestions. No shaming, attacking or discounting. * Maintain confidentiality – if you later share about your experience in this workshop, refrain from using names.   *Share a personal take on why one of the group agreements is important to you.*  Can I ask for a show of hands to indicate your willingness to use these ground rules? |
| 20 minutes | Paired sharing: thoughts on effective teams | Now we’re going to do an activity that will help us think about teams. As a reminder:   * We’ll have questions that we’ll be discussing, starting with self-reflection, with everyone taking a few minutes to jot down their personal responses to the questions. * Then we will get in pairs. Each person will have about 2½ minutes each to share their response to the questions. One person talks, the other person listens, without interrupting. If the person talking runs out of things to share, it’s okay to be silent. Additional thoughts may come to you. The other person does not talk until I call “time,” at which point you will switch, the talker becomes listener and the listener becomes talker. * We will then have 2½ minutes for cross-talk where you can have an interactive conversation.   We want to intentionally interrupt some patterns that sometimes play out in our communications.   * We often don’t take time for self-reflection prior to talking. * Rather than listening to the other person, we often think about what we’re going to say. * There can be unequal participation – one person dominates and/or one person holds back. * We can have discomfort with silence. Silence is OK.   So, does everyone understand both the directions and the reason for the structure? Now, start your self-reflection and jot down your answers to the questions.   * From your personal experience, when has working in a team been most effective? Least effective? * What makes a team effective?  *Be as concrete as possible.*   Now, get into pairs, and decide who is going to go first.  *Call time after each 2 ½ minute segment, and then call the large group back together.*  First, let me ask, raise your hand if 2 ½ minutes felt like a long time to talk. Okay, for how many did it feel short? And did the structure feel comfortable?  Anyone have any insights to share?  *Facilitate open-ended conversation (15 minutes). Major themes you will want to cull out include:*   * Teams are effective when they have a clear vision and work plan, are made up of members with defined roles, responsibilities and expectations; members are invested in the success of the team; are empowered and supported by leadership, etc.   *One person facilitates and the other writes up themes on the flip chart.* |
| 50 minutes | **Presentation and video**  Deepening understanding | *Watch the first 5 minutes of the video (stop the video when “Examples of Equity Teamwork” appears) and ask the following questions (large group, 10 minutes):*   * What does a racial equity team allow you to do? * How can a racial equity team ensure that racial equity is being advanced across all levels in your organization/institution? * What support does a racial equity team need from top-level leaders in an organization to advance racial equity?   *Watch the rest of the video (10 minutes)*  *Ask participants to form small groups for discussion of the following questions and have someone serve as a recorder and someone else a reporter.*  *(15 minutes for small group discussion)*   * What do you think are the most important criteria to consider when building your racial equity team? * What do you think are the most important concrete tasks that need to be completed by a racial equity team?   *Large group report back (10 minutes)* |
| 30 minutes | **Racial Equity Teams – applied learning** (large and small group discussion) | *Hand out Attachment 12: Discussion questions – Organizing your Racial Equity Team*  Ask participants to develop small groups based on who they work with most closely and discuss:  *20 minutes of small group discussion:*   * What is one problem you are trying to solve in regards to racial equity? * What influence do you have? Who are supporters? Opposition? What is their power to influence the process you are trying to create to solve the problem? * Who do you need on your team to move your goal? Brainstorm up to five criteria you think will be most important for your team members. * What is one short- term opportunity that could catalyze convening of your first team meeting?   *10 minute report back* |
| 10 minutes | Closing | Thank you for your participation today. We have focused on racial equity teams. We want to close out our time today by doing a go-round with each of you sharing one of the following:   * What is one thing that excited you today (concept, conversation, etc.)? * What is one thing you are grappling with, want to know more about?   *Express your appreciation for their engagement. Ask participants to complete the evaluation (if you are doing one) and encourage them to use the worksheet from the USDN website as homework to further explore the topics from this session.* |

**Workshop 5 Agenda – Building a Racial Equity Team**

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| ***Time*** | ***Agenda Item*** |
| --- | --- |
| 15 minutes | Welcome, objectives and introductions |
| 5 minutes | Group agreements |
| 20 minutes | Paired sharing: thoughts on effective teams   * From your personal experience, when has working in a team been most effective? Least effective? * What makes a team effective? |
| 50 minutes | Presentation and video  Building a racial equity team |
| 30 minutes | Group discussion – Racial Equity Teams |
| 10 minutes | Closing |

**Attachment 12: Discussion Questions – Organizing your Racial Equity Team**

* What is one problem you are trying to solve in regards to racial equity?
* What influence do you have? Who are supporters? Opposition? What is their power to influence the process you are trying to create to solve the problem?
* Who do you need on your team to move your goal? Brainstorm up to five criteria you think will be most important for your team members.
* What is one short- term opportunity that could catalyze convening of your first team meeting?