This educational module begins our DEI journey with a broad discussion about diversity. Refer to the Navigator Handbook 1.0 and the steps below to help you lead and facilitate discussion!

1. To begin the meeting, welcome everyone to the room by name.

2. Remind the group that the culture of a Journey for Teams meeting embodies engagement, open-mindedness, respect, and compassion.


4. Read aloud the 3 take-home messages from the 3-2-1 Discussion Guide:
   - **Value diversity.** Valuing diversity does not mean you must agree with everything, but it means you are open to better understanding and respecting DEI concepts and principles.
   - **Self-reflect.** Dig deep and drill into who you are. Think about what you believe and how you came to hold those beliefs.
   - **Assess your cultural knowledge.** We don’t know what we don’t know. Own where you are in the process, identify gaps and seek knowledge to become better informed about DEI.

5. Ask for 1-2 comments on the take-home messages. Try to keep it brief to respect the 15-minute time commitment. (You may have to schedule a future meeting for a more in-depth discussion.)

6. Read aloud the 2 questions on the 3-2-1 Discussion Guide.
   - **Question for the team:**
     Why is it important to you to learn about and practice DEI principles at our workplace?
   - **Question for individual self-reflection:**
     No need to share answers or thoughts with anyone.
     Can you think of a previous example when you could have made someone feel more welcome but didn’t ... and how would you handle that situation differently now?
The most important part of the meeting

7. As a team, decide on 1 actionable and measurable behavior change to implement in your workplace. Consider 1 from the list below, or come up with your own idea.

- Make an effort to greet everyone by name.
- Make a staff directory and, with their permission, add an interesting piece of information about each person on the team.
- End meetings by inviting team members to recognize and celebrate the accomplishments of other team members.

Our actionable idea

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8. Invite the team to self-reflect. Team members have the option to consider and commit to 1 personal behavior change (no need to share them with anyone).

- Identify and consider examples of cultural conditioning in your own life. Ask yourself, “What do I believe and how did I come to hold these beliefs?”
- Be on the lookout for mental shortcuts that you use to lump groups of people together. Be open to seeing people as unique individuals.
- Challenge yourself to step out of your comfort zone by going someplace new or talking to someone you wouldn’t normally interact with.

9. Thank everyone for contributing, and congratulate yourselves on how much you accomplished in 15 minutes!