

"Visible and Invisible Barriers"

What are the barriers we can work towards removing to create a more inclusive environment?

"Facilitator Guide"

Rules of engagement for the discussion:

- 1) Be respectful
- 2) Listen with an open mind and heart
- 3) As you share your thoughts and experiences do not share names of individuals in stories or testimonials
- 4) Identify 1-2 things you will do different after you leave today

Conversation Starters:

Below is a list of conversation starters designed to get the participants to not only think about the gaps that may exist, but most importantly the opportunities and potential solutions to enhance our environment. Please encourage the participants to be candid, as we want to hear their experiences while we identify potential solutions and ideas to make improvements.

Please feel free to add your own personal verbiage or a quick story to set up each of the following questions. It will bring it to life, add more context and break the ice for the participants to feel more comfortable to open up.

Emily	<ul style="list-style-type: none"> • Share the objectives of the session and the grounds rules for a respectful and productive conversation.
	<ul style="list-style-type: none"> • What factors impact someone's ability to achieve career goals? <p>A few clarifying questions if needed:</p> <ul style="list-style-type: none"> ○ Which of those are external and what is a part of the person? ○ If it's related to the person, what factors are intrinsic and what factors can a person control? ○ Which of those factors are visible? Which are invisible? ○ How do those impact someone's ability to achieve their career goals? (i.e. pregnancy, personality, appearance, delivery style, introvert/extrovert, accents, disabilities, etc.) <i>[Be careful not to ask anyone to discuss or identify their disabilities / medical conditions (pregnancy)]But, if they volunteer be supportive.</i> ○ Why do they get in the way?
	<ul style="list-style-type: none"> • What are some ways the firm can be more inclusive of people with visible and invisible disabilities? <p>A few examples in case we don't get immediate responses:</p> <ul style="list-style-type: none"> ○ Universal design: make the floor accessible to everybody: lighting, not so heavy doors <i>[I'd consider leading with some suggestions, but understand we don't want to stifle the feedback]</i> ○ Educate yourself ○ Educate leaders <i>[On the education piece, asking what training they've found most effective might be beneficial]</i>
	<ul style="list-style-type: none"> • How can we leverage our differences as strengths rather than a barrier?
	<ul style="list-style-type: none"> • What are some things you will now do differently to remove visible and invisible barriers?
	<ul style="list-style-type: none"> • Wrap Up & Evaluation