**Tool No. 1A**

**DE&I Exercise – Facilitator Guide**

How to prepare and run a workshop session on DE&I for your Member Association.

1. Review slide show presentation in Tool No. 1.
2. Reserve 60-90 minutes of time for the DE&I Exercise with your MA's Board, Committee Chairs, and interested persons.
3. Update slides to be specific to your MA.
4. Locate and include your MA's mission, vision, and values (if available).
   1. If your MA does not have these, substitute WEF's <https://www.wef.org/globalassets/assets-wef/1---about/about-wef/wef-strategic-plan.pdf>
5. Select a facilitator.
6. Select a notetaker.
7. Print copies of the slides for each attendee.
8. Have each person answer each question individually.
9. After questions on slides 3, 4, and 5, break into small groups for discussion of each topic (self-selected choice by members present). Report out from each group and take notes.
10. After questions on slides 7, 8, and 9, break into small groups for discussion of each topic (self-selected choice by members present). Report out from each group and take notes.
11. Jointly brainstorm and review question on slide 10.
12. Review notes, identify a champion, and begin to act!