

Moderator Guide & Speaker Notes

Overview

The presentation you'll use is an adaptation of the 50 Ways to Fight Bias card activity, which helps people recognize and combat gender bias at work. It's paired with an optional 50 Ways video that covers the most common biases women experience. The instructions below will help you understand how to use both.

What to do before the session

The 50 Ways cards are split into 4 sets, each with a corresponding deck to present. A set takes roughly 1–2 hours to complete. The sets do not need to be used in order—choose one from the “Materials to run this session” section at the bottom of this page.

1. SET UP SMALL, MIXED-GENDER GROUPS

Divide participants into mixed-gender groups of 6–8 people. This activity works best in a large auditorium with small tables for discussion, and a screen available for everyone to see.

2. DECIDE HOW PARTICIPANTS WILL LEARN ABOUT BIAS

For context at the start of the activity, the group will learn about the common biases women experience. They can do this in two ways—by watching the 50 Ways video or by reading about types of bias on the Participant Handout and Bias Reference Sheets. Before starting the activity, decide which one your group will use. If you're planning to show the 50 Ways video during the session, make sure you test it in advance to ensure the internet, audio, and video work.

3. PRINT OUT THE PARTICIPANT HANDOUT AND BIAS REFERENCE SHEETS

Print out one Participant Handout for each participant and one set of Bias Reference Sheets for each table. This is especially important if your group does not watch the 50 Ways video.

What to do during the session

To facilitate real conversations about gender bias in the workplace, you will guide the session, keep the group on track, and ensure everyone feels supported. Below is a high-level overview of what you'll do, and the Speaker Notes on the following pages give you a script to use during the session.

1. SET THE TONE

Read a few reminders aloud to the group to encourage open and respectful conversations.

2. INTRODUCE THE TYPES OF BIAS

Introduce the group to the most common biases women face by either playing a short video or having groups review the printed definitions on their **Participant Handouts**.

3. WARM UP THE ROOM

Set the stage by posing icebreaker questions for the group to answer.

4. READ SITUATIONS AND SOLUTIONS

For each example of gender bias at work, read the situation aloud, prompt participants to discuss, and then read the research-backed recommendations for what to do.

5. FACILITATE THE CLOSING ACTIVITY

Encourage participants to commit to one action they can take to address gender bias in their workplace.

Materials to run this session:

Presentations (choose one):

- » Set 1: leanin.org/50ways-set1
- » Set 2: leanin.org/50ways-set2
- » Set 3: leanin.org/50ways-set3
- » Set 4: leanin.org/50ways-set4

Participant Handout (print one per attendee):
leanin.org/50ways-handout

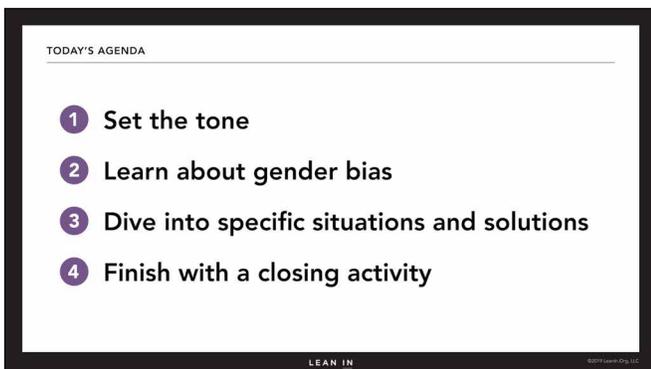
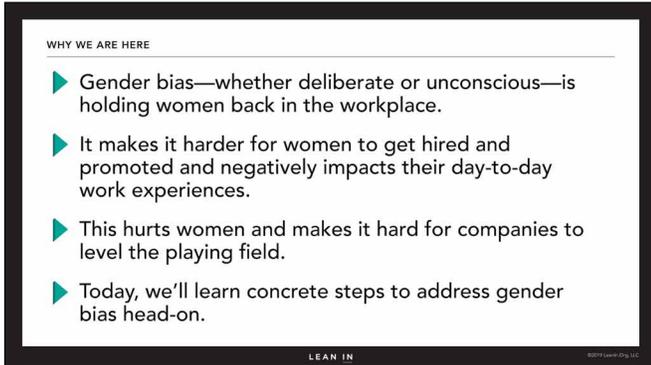
Bias Reference Sheets (print one set per table):
leanin.org/50ways-reference

50 Ways video:
leanin.org/50waysvideo

Moderator Guide & Speaker Notes

1. Welcome (~2 min)

WHAT THEY'LL SEE



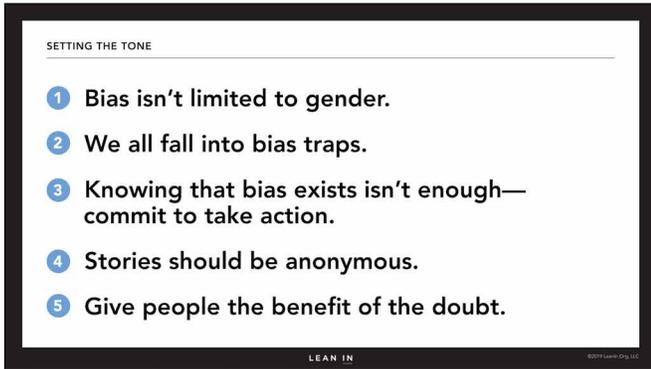
WHAT YOU'LL SAY

- 1 "Welcome to this session of 50 Ways to Fight Bias developed by LeanIn.Org."
- 2 "My name is _____ and I'll be moderating today's activity."
- 3 "Research shows gender bias is holding women back in the workplace. Our aim for this session is to learn what bias is, how it arises, and what we can all do to combat it at work."
- 4 On the next slide:
"In today's activity, we're going to set the tone, learn about gender bias, then dive right into the specific situations and solutions. At the end, we'll finish with a closing activity."
- 5 "Let's get started!"

2. Set the tone (~5 min)

Read these reminders aloud to the group to set the right tone for the activity.

WHAT THEY'LL SEE



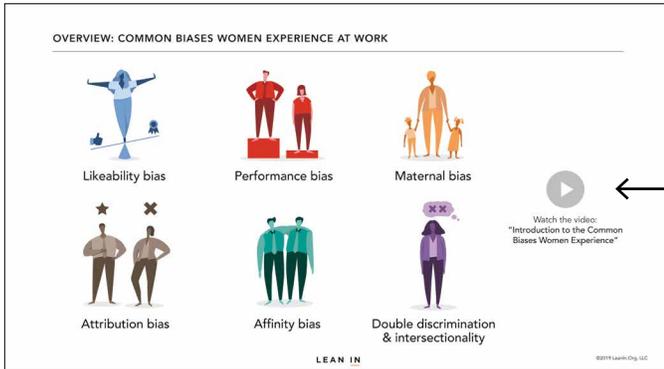
WHAT YOU'LL SAY

- 1 **Bias isn't limited to gender.**
"Women can also experience biases because of their race, sexuality, age, religion, and other aspects of their identity. When these biases are compounded, the discrimination people experience is even worse. This is called intersectionality, and it applies to men, too."
- 2 **We all fall into bias traps.**
"People of all genders can consciously or unconsciously make biased comments or behave in other ways that disadvantage women."
- 3 **Knowing that bias exists isn't enough—commit to take action.**
"We all need to look for bias and take steps to counteract it. That's why these cards outline specific examples of gender bias with clear recommendations for what you can do."
- 4 **Stories should be anonymous.**
"When sharing stories about seeing or experiencing bias, don't use people's names."
- 5 **Give people the benefit of the doubt.**
"Remember that everyone is here to learn and do better—and an open and honest exchange is part of that process."

3. Review the types of bias (~10–15 min)

Learn about the most common biases women experience.

WHAT THEY'LL SEE



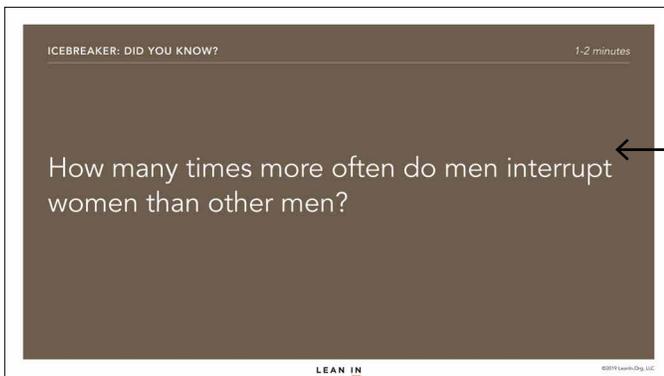
WHAT YOU'LL SAY AND DO

- 1 "Before we start the activity, let's review the common biases women experience."
- 2 Lead the group in learning about gender bias:
 - a. Video: play the 50 Ways video for the entire room now. It's about 12 minutes long.
 - b. No video: have participants take turns reading the bias types aloud on the **Participant Handout** in their small groups. They can also find additional information on the **Bias Reference Sheets**.

4. Warm up the room (~5–10 min)

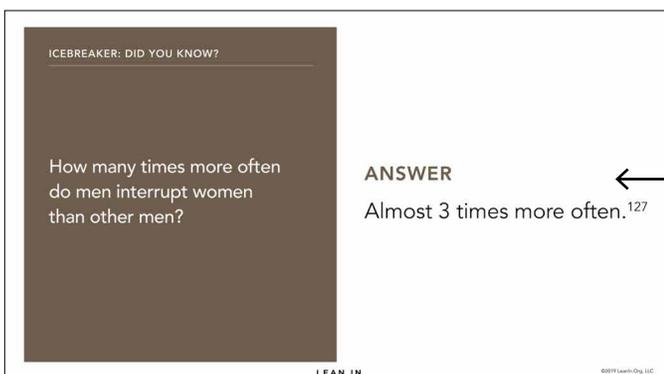
These icebreakers challenge the group to guess the findings of some of the most surprising research on gender bias in the workplace.

WHAT THEY'LL SEE



WHAT YOU'LL DO

- 1 Read the prompt to the group.
- 2 Instruct the audience to guess the answer in small groups.



- 3 Reveal the answer on this slide.

5. Discuss situations and solutions (~30–60 min)

Walk participants through the Situation slides, which highlight specific examples of gender bias in the workplace. They include information about why each situation matters and why it happens, as well as recommendations for what to do to combat the bias. Each deck has 12–13 Situations—discuss as many as time allows.

WHAT THEY'LL SEE

EVERYDAY INTERACTIONS 5-10 minutes

A colleague says they're glad to see so many women in leadership at your company. In reality, only 2 out of 15 senior leaders are women.

WHY IT MATTERS

If people think that women are well represented in leadership when in reality they're not, they're less likely to do anything to fix the problem—they simply don't see it. That's a loss for your company: when companies have more women in leadership, they tend to have more employee-friendly policies and produce better business results.¹¹³

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EVERYDAY INTERACTIONS

A colleague says they're glad to see so many women in leadership at your company. In reality, only 2 out of 15 senior leaders are women.

WHAT TO DO

Point out the numbers, which speak for themselves. You can say, "It's great that we have those two women on the leadership team, but they're only two out of fifteen. Women are half the population, so women are still really underrepresented." You can also share that having more women in leadership can be good for a company's bottom line.¹¹⁴

LEAN IN NEXT: WHY IT HAPPENS
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EVERYDAY INTERACTIONS

A colleague says they're glad to see so many women in leadership at your company. In reality, only 2 out of 15 senior leaders are women.

WHY IT HAPPENS

When it comes to women in leadership, people tend to be too satisfied with the status quo: 45% of men and 28% of women think women are well represented when only 1 in 10 senior leaders at their company is a woman.¹¹⁵ These low expectations are the result of generations of inequality. When there used to be no women senior leaders, seeing just one or two can feel like a huge step forward. It's hard to imagine a groundswell for change when we don't have higher expectations for what equality looks like.

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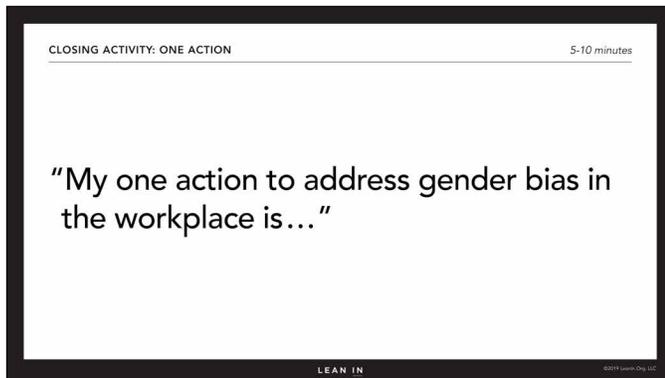
WHAT YOU'LL DO

- 1 Read the situation and **WHY IT MATTERS** aloud to the group.
- 2 Prompt participants to discuss with their small groups what they would do in this situation.
- 3 After 3–5 minutes, read **WHAT TO DO** aloud to the group.
- 4 Read **WHY IT HAPPENS** aloud to the group. Flip back to **WHAT TO DO** if your group would like to discuss it more.
- 5 Continue through as many of these situations as you can until there are only 10 minutes remaining in the session.

6. Commit to one action (~5–10 min)

As a closing activity, participants will commit to one action they can take to address gender bias in their workplace.

WHAT THEY'LL SEE



WHAT YOU'LL SAY

"Today you've heard about a lot of different actions you can take to fight bias in your workplace. Now it's time to put what you've learned into practice."

- 1 "Think of one thing you're going to do when you see bias at work—or one thing you learned that you're going to share with others. Write it down. This is your 'one action.'"
- 2 Give people 5–10 minutes to share their one action with their small group.
- 3 After everyone has shared, wrap up and dismiss participants.