

IDEAS4GenderEquality: Innovative Solution Building Activity

Break-out Facilitator Tips & Instructions

(In-Person – Virtual or Hybrid)

Note to Facilitators – These instructions are for break-out group facilitators agreeing to guide the IDEAS4GE Challenge group discussions for either *(In-Person or Virtual)* participants)

Getting started: Participants may have been assigned to their group according to their identified area of interest (Inclusion, Diversity, Equity or Access), during their engagement in a pre-event activity, chosen their seating the day of the event or they were randomly assigned to a group the day of the event to ensure a balanced number of participants in each group.

Regardless, all participants *(In-person or Virtual)* will be assigned to one of the (IDEA) groups.

In-Person Table Facilitators: will be provided hard copy resources and worksheets and two sticker-dots for each individual participant to select their sub-topic areas of interest during the priority setting activity.

Virtual Break-out Room Facilitators will be provided with electronic resources and an adapted worksheet recording process to support the virtual experience. (i.e. Instruct participants to use the chat to identify which sub-topic(s) under their group assigned (IDEA) heading most resonates with them, up to two) See details below.

It will be important for a **recorder to be assigned** at the beginning so that they can capture the group notes as they progress through the Innovation Challenge Process.

In-Person Recorders will be provided with a large poster size graphic image worksheet to capture their notes.

Virtual Recorder will be provided an electronic word document with headings that match the graphic image discussion flow.

The break-out group facilitator will provide the report back summary to the large group on behalf of their group.

Individual Priority Setting Activity: (Quick 1-2 minutes – As participants arrive at table or virtual break-out room)

In person Table Facilitators will be provided a flipchart/or printed poster paper with their assigned topic (Inclusion, Diversity, Equity or Access), with a few areas of opportunity and a brief description.

Each participant working on their own will review and place their dots beside the two items they would most like to discuss.

GROUP #1

INCLUSION

IS THE INDIVIDUAL AND COLLECTIVE ACT OF CREATING A WELCOMING, SAFE ENVIRONMENT IN WHICH EVERYONE BELONGS AND FEELS RESPECTED, SUPPORTED, REPRESENTED AND VALUED TO FULLY PARTICIPATE.

DIRECTIONS (INDIVIDUAL WORK)	Opportunities	Description	Place your Dots
<p>BEFORE YOU BEGIN AS A GROUP, TAKE A MOMENT TO REFLECT ON YOUR OWN. REVIEW THE OPPORTUNITIES AND DESCRIPTIONS IN THE COLUMNS TO THE RIGHT.</p> <p>1. CONSIDER WHICH ITEM YOU WOULD LIKE THE GROUP TO DISCUSS. IT MAY BE A PERSONAL TOPIC OF INTEREST OR AN ITEM THAT YOU BELIEVE WILL SPARK SOME INTERESTING DISCUSSION.</p> <p>2. SELECT THE TWO TOPICS YOU WOULD LIKE TO EXPLORE AND PLACE A DOT IN THE COLUMN TO THE RIGHT.</p> <p>3. QUICKLY, GAIN GROUP CONSENSUS ON THE TOPIC THAT THE GROUP WILL EXPLORE AND MOVE ON TO THE SOLUTION-BUILDING EXERCISE.</p>	Leadership Behaviour	Validating & Reinforcing behaviours that can create a space where all can thrive	
	Individual Empowerment Practices	Inspire & Promote Individual Success across career lifespan (Onboarding, Mentoring, Sponsorship and Career Coaching)	
	Safe Community Culture of Trust	Shared Ownership & Accountability to create a safe and respectful environment for all	
	Sense of belonging & Authenticity	Values promoting your authentic self at work and in your daily interactions	

Virtual Break-out Room Facilitators will be provided PowerPoint slides to guide their interactive group activities. For this first **individual activity**, participants will review a slide with their assigned topic and corresponding contributing factors with brief descriptions.

Ask participants to enter the sub-topic item number that most resonates with them or that they believe has the greatest potential to spark an engaging discussion into the chat box. i.e. For the Inclusion Break-out Group a participant might enter the # 2 assigned to the second item listed Individual Empowerment Practices on the virtual PowerPoint slide presented in the virtual facilitator slide deck.

Group #1 INCLUSION		
Opportunities	Description	Item Number
Leadership Behaviour	Validating & Reinforcing behaviours that can create a space where all can thrive	1
Individual Empowerment Practices	Inspire & Promote Individual Success across career lifespan (Onboarding, Mentoring, Sponsorship and Career Coaching)	2
Safe Community Culture of Trust	Shared Ownership & Accountability to create a safe and respectful environment for all	3
Sense of belonging & Authenticity	Values promoting your authentic self at work and in your daily interactions	4

INCLUSION
is the individual and collective act of creating a welcoming, safe environment in which everyone belongs and feels respected, supported, represented and valued to fully participate.

Directions (Individual work)

Before you begin as a group, take a moment to reflect on your own. Review the opportunities and descriptions in the columns to the right.

1. Consider which item you would like the group to discuss. It may be a personal topic of interest or an item that you believe will spark some interesting discussion.
2. Select the two topics you would like to explore and enter them into the Chat.
3. Quickly, gain group consensus on the topic that the group will explore and move on to the solution building exercise.

Group Topic Consensus (up to 3 minutes)

If a clear priority topic is not obvious, facilitators will help the group to reach consensus on a topic. i.e. Is there a potential common thread or ask the group to choose from the topic areas that have the greatest level of expressed interest for the group to explore.

IDEA Sub-topics at-a-glance


IDEAS4GE: Innovative Solution Building Topics

1. Inclusion

- 1. Leadership Behaviours – Show the Way**
 - Validating & Reinforcing behaviours that create a space where all can thrive
- 2. Individual Empowerment Practices**
 - Inspire & Promote Individual Success across career lifespan (Onboarding, Mentoring, Sponsorship and Career Coaching)
- 3. Safe Community & Culture of Trust**
 - Shared Ownership & Accountability to create a safe and respectful environment for all
- 4. Sense of Belonging & Authenticity**
 - Values belonging and promotes bringing authentic self to work and daily interactions

2. Diversity

- 1. Intentional Intersectional Recruitment**
 - Job Descriptions Postings, Recruitment Screening, Interview and Hiring Practices promote broad interest and success
- 2. Team Support – Respect & Celebrate**
 - Strong sense of support within and across teams, to celebrate & respect difference and sameness
- 3. Motivation & Impact**
 - Individuals are motivated to make a positive impact by accessing resources and addressing myths and biases
- 4. Data Collection & Data-based Decision Making**
 - Diversity based data collection protocol to protect privacy and do no harm is used to set and support diversity related goals
- 5. Employee Engagement**
 - Mechanisms in place to ensure diverse experiences and perspectives are sought out to contribute to impactful solutions and continuous improvement culture



3. Equity

- 1. Supporting Policies and Process**
 - Promote respectful workplace behaviour and address inappropriate conduct
- 2. Leadership Availability**
 - Formal and Informal channels to have open discussions with employees
- 3. Tools & Resources for Advancement**
 - Individual tools, role training and EDI Champion programs ensure all employees are given opportunities for advancement within the organization
- 4. Bias & Barrier Reducing Systems and Structures**
 - Infrastructure in place to remove barriers that prevent the full participation and equal advancement of employees
- 5. Flexible Working Arrangements & Opportunities**
 - Acknowledge unique life experiences, responsibilities and opportunities for flexible work arrangements are openly communicated to all.

4. Access

- 1. Job/Workspace Design**
 - Mechanisms in place to accommodate and/or design barrier free jobs/workspaces
- 2. Accessible Knowledge Sharing**
 - Knowledge is openly shared in a manner that can be accessed by all
- 3. Barrier Free Mentorship, Sponsorship and Career Coaching**
 - All employees have equal access to advancement initiatives across the organization
- 4. Individual Accountability**
 - Demonstrated commitment to role model equitable and inclusive behaviour across all levels of the organization
- 5. Training and Up-skilling**
 - Skill development opportunities are accessible and available to all employees

Welcome/Introductions: Review Challenge Worksheet (5 minutes)

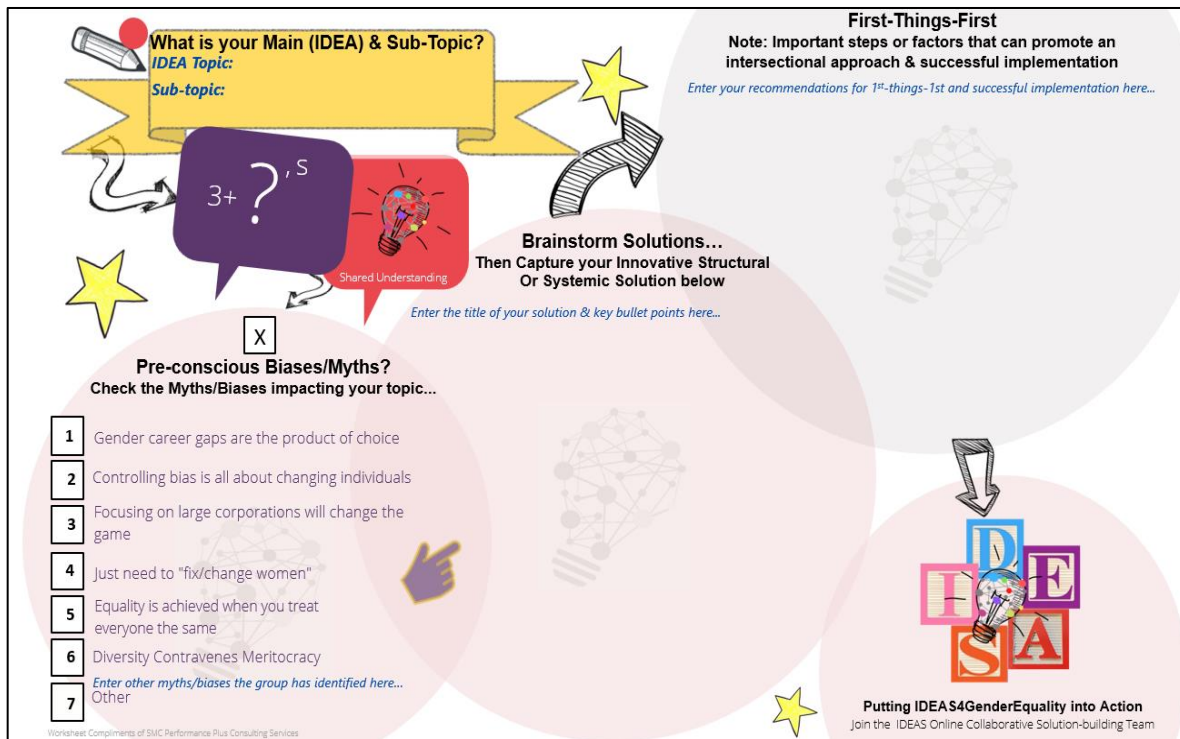
To promote an innovative co-creation type environment, it is important to reinforce that everyone at the table has something to offer in this discussion. In fact, it is the diversity of the group's lived experience, roles and positions that will add to the innovative synergy across the group's discussion.

Share Name, Location, Organization, etc.

Take a moment to review how the group will use the worksheet flow to guide their discussion.

In-Person Facilitator will use the 11x17 worksheet with instructions and the

Virtual Facilitator will review the worksheet and notes provided in the Virtual PowerPoint slide deck.



Let's Begin by Developing a shared Understanding of our area of focus: (up to 10 minutes)

1. The group is encouraged to NOT jump into offering up your solutions right away.

Instead we are asked to take time to consider details associated with the area of discussion. Ask up to 3 questions of the people at your table and engage all table members in open discussion to help everyone at the table develop a broader understanding of the needs/issues associated with your IDEAS sub-topic. (What does the topic mean to you? What are the key issues from your perspective/experience? What do you believe the potential impact would be if real solutions were implemented in this area?)

As the group begins to gain a clearer understanding of the range of issues and needs associated with the item they are exploring, then you ask them to:

Explore Pre-conscious Myths and Biases: (5 minutes)

- Consider if any pre-conscious myths or biases could impact/influence the topic you are exploring?

2. Ask the group to BRAINSTORM potential Structural/systemic Solutions (1-2 minutes)

- The group will brainstorm a list of potential solutions – Any ways that come to mind for how to advance their topic of focus. Remind the group that at this point we will not debate or discuss the brainstormed items. Our goal is to just quickly generate as many items as possible; we can explore and expand on items after we end the brainstorming.
- End brainstorming.

3. Next the group is asked to come up with a fresh solution that is not business as usual

(up to 10 minutes for steps 3 & 4)

This is where the group will NOW take a risk to co-create a novel solution of their own making.

- Look for common themes in the brainstormed items. Can some items be grouped together?
- Do some items need some clarification?
- Take special care to make sure that the solution is structural, systemic or process based.
- It may be a customized combination of brainstormed items, or something we have not seen before.
- Consider if there is an opportunity for an “unlikely pairing”, perhaps your solution can bring together different stakeholders, or perhaps is a unique combination of ideas that you may have seen or heard about from different work sectors, other communities, or countries.

4. Generate a bullet point list of the fundamental elements for your proposed solution

5. Create a Descriptive Title for your Solution (2 minutes)

Use an Intersectional Perspective to Promote Successful Implementation

6. First Things First Recommendations: (2-3 minutes)

- What steps were identified as important to ensure that an intersectional perspective is incorporated into the solution design and implementation?
- Did you identify items to promote successful implementation and buy-in for your solution?
- Consider what makes it safe to try something that has not been done before?

Ready to Share...

When your group has come up with a preliminary outline for your idea, let your In-person or Virtual Lead Facilitators know that you are ready to share. The Lead Facilitator will establish a set time that the groups will reconvene.

Virtual Break-out Group Report-back: (max 2 minutes per group – total 8 -10 minutes)

Each virtual break-out group facilitator (assuming a maximum of 4-IDEA groups + 1 Francophone group) will report back to the reconvened large virtual group.

In-Person Break-out Group Report Back Activity: (max 2 minutes per group – total 8 -10 minutes)

If there is more than one group for each of the “IDEA” topics and Francophone groups, the in-person facilitator and designated reps, will circulate around the room to capture notes for each group and synthesize all the group solution topics that will be shared with the large in person group by lead facilitator. If time affords the facilitator may ask one or more of the groups to elaborate.

Hybrid Event Report Back: (will come back to the hybrid forum at a specified time)

If it is a hybrid event, the report back will occur in two steps.

- Each in-person and virtual break-out group will report back to their larger group (i.e. whole In-Person or whole Virtual Group), as outlined above.
- Then the ***Lead In-person Facilitator*** and designated ***Virtual Lead facilitator*** will provide a synthesized summary report out on behalf of their collective (In-Person or Virtual Groups) to the **larger Hybrid group of the whole.**

See Report-out Tips next page

Break-out Group Facilitator Report-out Tips (2 minutes per group)

When the working groups are ready to share their ideas with the large group, each break-out group facilitator will review their group's worksheet (*In-person 11X17 graphic image notes/virtual word document notes*).

- Begin by stating the assigned topic area and the specific topic/opportunity chosen for their focus.
- Identify any pre-conscious myths/biases that were associated with their topic.
- Share a little about how they arrived at their innovative ideas.
- Did everyone have the opportunity to participate, and did it feel safe to share those out of the box ideas?
- As the discussion got going was the group able to build upon one another's thoughts.
- Did any preconscious myths or biases re-surface as you began solution building?
- How easy was it to focus on structural, systemic or process related solutions?
- Were there any additional thoughts or tangential items percolating that, with more time, the group would likely explore further?

Note: Lead facilitator will thank the participants for their input, wrap-up the activity and indicate what the next steps are. i.e. All break-out group IDEAS (Hard copy 11X17 worksheets and Virtual notes will to be collected and consolidated), incorporated into the established next steps action planning.

All supporting tools and resources referenced in this Innovation Challenge Break-out Facilitator Tips and Training Guide can be customized and adapted to meet your unique needs and are available on the IDEAS4GE Innovation Challenge Solution Website.

Feel free to use and share these resources widely!

See Recommended Innovation Challenge Process Activity Timeline Guidelines next page

IDEAS4GE Innovation Challenge Timeline Guidelines

Generating Inclusion, Diversity, Equity & Access Solutions – IDEAS

Based on recommendations from participants engaging in the IDEAS4GE Innovation Challenge, we suggest allocating a minimum total of 1 ½ hours for your challenge event. Specific timing for each of the challenge activities are outlined below.

Depending upon the size and type of event you are planning, you will need to adjust the timing allocated to the report-out section and the reporting method you have chosen. The time associated with each step of the Innovation Challenge process is designed to promote engagement and a continuous flow. The guided process ensures that sufficient time is taken upfront to engage participants in building an understanding and appreciation for the topic/item being explored from diverse perspectives. This is essential to developing an intersectional lens and promoting respectful and productive conversations. The challenge process also helps to slow our natural tendencies to jump to generating solutions before achieving a shared understanding and impact of the issue we are exploring.

Time	Activity Description	Facilitation Roles	Group Discussion/Participation
(15-20 Minutes)	Introduction to the IDEAS4GE Innovation Challenge	Challenge Activity Lead Facilitator	This timing is based on PPT Slide Deck 1-16 . Participants will bring different levels of familiarity and/or comfort with inclusion, diversity, equity, and access concepts to the event. Engaging participants in pre-event reading, discussion, or preparation (i.e. issuing the two foundational challenge reference sheets in advance) will reduce this time. It is important to establish common ground and create an inclusive space for respectful engagement.
(5 Minutes)	Individual Dotmocracy Activity Sub-Topic Selection <i>(ice breaker - provides voice to all participants)</i>	Break out Group Facilitator – engages Participants	(1-2 minutes individual) Using sticky dots participants indicate which two topics are of personal interest. This activity is completed by each individual participant without discussion. (2-3 minutes) The group selects the IDEA sub-topic that is of common interest. This will be the single item of focus for the group across the challenge process.
(10 Minutes)	Welcome & Process Review Developing a Shared Understanding of Topic & Impact	Break out Group Facilitator/Recorder	A recorder is selected and enters the “sub-topic” the group has chosen to explore into the Worksheet/Note Taking Template. Group Facilitator reinforces the importance of the group developing a shared understanding of the topic selected before moving to the next step in process. Group engages in discussion, asking questions of each other to promote understanding of diverse intersectional experiences and what impact their topic could have in advancing the “IDEA main topic” i.e. inclusion, diversity, equity, or access associated with the “sub topic” they have chosen to explore.
(5 Minutes)	Exploring gender-based Myths & Biases associated with selected topic	Break out Group Facilitator/Recorder	Group discusses the Myths and Biases they believe will impact their topic and the ideas generated for their solution. The Recorder checks the Bias and Myths identified by the group and captures a few key discussion points on the worksheet/ note template.
(2 Minutes)	Brainstorming potential structural/systemic solutions	Break out Group Facilitator/Recorder	Recorder captures brainstormed items Group Facilitator reminds group that this is a quick brainstorm activity to generate a list of possible solutions. The group will discuss and clarify items after the (2-minute brainstorm activity is ended) .
(3 Minutes)	Selecting one solution theme/topic or item from brainstorm list	Break out Group Facilitator/Recorder	Group Facilitator and Recorder help the group to identify common themes, or items that may be grouped together. The Group Facilitator helps the group to select one specific solution theme/topic/item to explore.
(10 -12 minutes)	Generating a bullet list of solution key element Develop a short name/ descriptive title for the solution	Break out Group Facilitator/Recorder	Recorder captures a bullet list of what the group identifies as being important contributing pieces of the solution to achieve the desired improved systemic or structural changes. Group develops a short title for their solution that conveys what the solution is about or will achieve. Recorder enters (5–10- word descriptive title) on the worksheet/note template.
(3 Minutes)	Identifying steps to include intersectional lens, strategies to promote buy-in	Breakout Group Facilitator/Recorder	Group facilitator invites group to consider some important first steps they believe necessary to ensure an intersectional lens is applied to their solution and will promote buy-in and adoption. Recorder captures important steps in the “First-Things-First” section of worksheet/note template.
(15 Minutes total) <i>2 min/group or as arranged by Lead Facilitator</i>	Break out group report out to larger group <i>(Hybrid event 2-step Report-out process)</i>	Breakout Group Facilitator	Group facilitator to review worksheet & recorder notes to prepare a brief report (2-minute report-out) to the larger group. Note report out process will vary depending upon the size and type of event. Report out tips provided in Facilitator Training & Tips Resource.
(15-20 Minutes)	Consolidated Report out and event Wrap-up	Challenge Activity Lead Facilitator	The event Lead Facilitator will reconvene the whole group and manage the report-out based on the size and type of event (in-person/virtual/ hybrid). They will also wrap-up the event and outline next steps.