

# *Everyday Activism*

## *A Facilitator's Training*

# *Participants Guide*

## **Facilitating with Equity and**

## **Inclusion**

Discover how hospitality is a powerful form of Everyday Activism. Learn to host and facilitate meaningful gatherings to bridge common divides and encourage uncommon connections.

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## **1. Objectives:**

### **Day 1 Objectives:**

We will:

- Define the Role of the Facilitator
- Explore Hospitality as *Everyday Activism*
- Introduce our Visual Metaphor
- Experience the Power of Connection

Notes:

## Day 2 Objectives:

We will:

- Explore The Toolkit
- Tools and techniques for holding space equitably •  
Introduce Skills, Practice, Discussion, Reflection •  
Define Trouble, Triggers, and Drama

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## 2. Brave Space Agreements

*(Guiding Principles)*

<p><b>Speak from your experience.</b></p> <ul style="list-style-type: none"> <li>• Be honest and willing to share.</li> <li>• Speak only for yourself and avoid speaking for others. Use “I” statements.</li> <li>• Avoid critiquing others’ experiences; focus on your own experiences.</li> </ul>	<p><b>Listen to learn.</b></p> <ul style="list-style-type: none"> <li>• Listen with curiosity and the willingness to learn from others and to change your mind.</li> <li>• Lean into the discomfort. Allow yourself to stretch beyond your comfort zone.</li> </ul>
<p><b>Value the Group.</b></p> <ul style="list-style-type: none"> <li>• What you share is honored and valued.</li> <li>• Be mindful of time.</li> <li>• If you tend to share a lot, challenge yourself to listen more.</li> <li>• If you tend to remain quiet, challenge yourself to speak more.</li> <li>• What is said here stays here. What is learned here leaves here.</li> </ul>	<p><b>Be aware of your impact.</b></p> <ul style="list-style-type: none"> <li>• Resist the temptation to interrupt.</li> <li>• Suspend judgment.</li> <li>• Be open to the wisdom in each person’s story.</li> <li>• Be kind.</li> <li>• Trust the process.</li> <li>• Be courageous.</li> </ul>

**Chat Etiquette:**

- Do share quotes, resources, links, and relevant insights.
- Don’t use the chat for reflective musing or side conversations.
- If you would like to share something anonymously, send a private message in the CHAT, and if we have time, I’ll share without revealing your identity.

**Breakout Room Etiquette:**

- Note your breakout room number in case you are bumped out.
- Join the conversation via video if you can do so.
- Give a short version of your insights/answers so everyone can participate.
- Resist the temptation to give a mini-seminar in the breakout rooms. The information shared has been curated to avoid overwhelming.
- You can discreetly message or call a facilitator if you need assistance in your breakout room.

### 3. Notes

Hospitality is the of one's . List ways you regularly the of other people:


Activism is bring about social\_.

#### Hospitality as Everyday Activism

- Using acts of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to bring about social and political change
- Creating welcoming and inclusive \_\_\_\_\_, building \_\_\_\_\_, and fostering \_\_\_\_\_ and \_\_\_\_\_ between individuals and groups who may have differences.
- Challenging systemic \_\_\_\_\_ and promoting positive social \_\_\_\_\_ through \_\_\_\_\_ and relationships.

#### How does this look?

Hosting events, hosting guests in your home, offering support to marginalized communities, and \_\_\_\_\_ where people can come together and engage in \_\_\_\_\_ conversation.

#### Alice Walker on What Happens When We Gather:

"I advocate that in these times of planetary disasters and instability, people everywhere should gather together in circles of friends, in each other's homes, on a regular basis, to talk through the fears and challenges with which we, as a world, are faced: more frightening events at this time than at any period in human history. It is time to circle, I advise, with the hope that eventually our diverse circles will engage each other, merge, and organically transform the earth."

is the ancient Japanese art of repairing broken pottery with gold resin.

## Empathy

• Active \_\_\_\_\_

• Open \_\_\_\_\_

• A \_\_\_\_\_ to put oneself in someone else's shoes •

Promotes a \_\_\_\_\_, and \_\_\_\_\_ environment •

People feel \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ •

Diverse perspectives are \_\_\_\_\_ and \_\_\_\_\_

## Tips to Becoming a Better Listener

*(from The Power of Listening in Helping People Change)*

- 1) Give 100% of your attention.
- 2) Do not interrupt.
- 3) Do not judge or evaluate.
- 4) Do not impose your solutions.
- 5) Ask more honest, open-ended questions.
- 6) Reflect.

Notes:



## Listening Exercise

**Step 1:** Identify who will be the Speaker, Recorder, and Questioner.

**Step 2:** Process

- **Speaker:** Share a challenge/dilemma they are facing or a decision they need to make (2-3 minutes).
- **Prompt:** *"Share a concise statement of a challenge, dilemma, or decision you need to make concerning your moving forward with activism as a way of life (and any relevant background information).*
- **Questioner:** Ask honest, open-ended questions that will help Speaker get in touch with their challenge, dilemma, or decision.
- **Explain/Practice Open Honest Questions:** Ask non-manipulative, honest questions.
- **Safety:** There should be no talking between the Questioner and Recorder; no loud laughter, side conversations, phone engagement, or rapid-fire questioning.
- **Recorder:** Write down questions verbatim.
- **Time:** Provide gentle reminders of time guidelines.

**Step 3:** Questioning

- The Speaker shares the challenge or dilemma. (2-3 minutes)
- The Questioner asks questions and allows time, between each, for the Speaker to answer (if they choose) and consider what their answers mean. (5 minutes)
- The Recorder writes down the question (preparing a list to present to the Speaker at the end of the exercise for further consideration later as they are trying to solve the dilemma). *(Type the questions in the CHAT - the Speaker will be able to copy and save the questions)*

**Step 4:** Closing (5 minutes)

- Before the meeting, the Speaker can allow the Questioner & Recorder to reflect on what they have heard. Again, there should be no opinions offered, just reflections.

## 5. Homework and Reflection Questions:

Faith Ringgold is an American Artist who lives and works at the intersection of gender, race, age, and professional marginalization.

**Watch:**

<https://www.youtube.com/watch?v=i7aZrHyQWyM> (8:30 minutes)

What of her life and work speaks most clearly to you? \_\_\_\_\_

Share something new that you learned: \_\_\_\_\_

What has inspired, informed, or instructed you? \_\_\_\_\_

*"If you take advantage of the freedom you have attained, anyone can fly.  
All you've got to do is try."  
Faith Ringgold*

How did that last statement land with you? \_\_\_\_\_

Notes:

## 6. Day 2 Objectives: Practice

- The Toolkit
- Tools and techniques for holding space equitably
- Skills, Practice, Discussion, Reflection
- Trouble, Triggers, and Drama

### **The Toolkit (separate attachment)**

#### **Safe Spaces**

- Self Reflection
- Ground Rules
- Validate Differences
  
- Active Listening
  
- Manage Power Dynamics
- Foster Empathy
  
- Watch Subtle Exclusions and Microaggressions

#### **Mining Meaning**

Watch the signs(clues)...

- Statement of Identity

- Metaphors
- Energy and/or Body Language
- Empathic Language (always/never)
- Repeated Words / Phrases
- Hypotheticals
- Uncertainty / Mixed Feelings

**Discover Meaning:**

- Be direct
- Name the sign you're following
- Keep the question simple
- Inquire more about the sign you think gets to the heart of the matter

## 7. Practice

### Mining Meaning & Demonstrating Understanding

**The Process**

- Speaker addresses prompt (2 minutes)
- Listener asks one Following Meaning Question (1 min)
- Speaker answers questions (1 – 2 min.)
- Listener offers a reflection (1 – 2 min.)
- Debrief (6 min)
- Rotate roles and repeat

**Instructions**

- Speaker addresses their reaction to the prompt for 2 minutes
- (Optional) Listeners ask one question that follows the Speaker's meaning. Listeners:  
Remember to name the sign you heard and ask a question that invites the speaker to elaborate further.
- (Optional) Speaker answers the following Meaning question.
- The listeners then have the opportunity to attempt to demonstrate that they

understand the heart and soul of what the speaker is saying. Listener: Your reflections don't have to capture everything, but you should get to the point that you capture essential, important pieces of what this moment means or meant to the speaker.

- Debrief the Listener's efforts to demonstrate that they understand. Always begin with the speaker first. How did they do? What did they get? What didn't work?
- Rotate the roles and repeat the process.

### Notes:

- **Speakers:** Be honest! The listeners need your direct, honest feedback. We need to know what hit the mark and what didn't. What was left unsaid that you wanted to have addressed?
- **Listeners:** Please be open to critical feedback. It isn't personal. Welcome the feedback and learn from it. If you don't hear critical feedback, seek it out and demand it so you can improve. That's the way you will improve.

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Adapted from Resetting the Table (RTT) Facilitators Intensive Training

## 8. Common Moments that Warrant Intervention

- Feeling distorted/misunderstood
- Dominant participants
- Silent and shut-down parties
- Isolated participants (minority voices)
- Resistance to addressing differences
- Getting lost in facts and definitions
- Lulls and boredom
- Escalating disagreements
- Offended or hurt parties
- What to do when all else fails

### Trouble, Triggers, and Drama

- Be highly attuned to subtle cues and likely triggers of participant
-

- Intervene with purpose and not \_\_\_\_\_
- Name \_\_\_\_\_ dynamic directly
- Allow participants to make choices about what they \_\_\_\_\_

## **Your Agreements Will Scaffold Your Goals**

### **Return to Agreements...**

- Build in a pause for breath, reflection, return
- “The purpose of our gathering is...”
- “We agreed to...”
  - “Are you able to continue to support our agreements?” • “As Facilitator you have the structure of the agreements to help you hold a safe space for your participants/guests”

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## **9. Follow Up Resources**

### **LINKS**

- [Harmful Detours and Healing Redirects](#)
- [The Power of Listening in Helping People Change](#)
- [Facilitators Toolkit](#)

### **BOOKS/ARTICLES/LINKS**

- Little Book of Racial Healing – Thomas Norman DeWolf and Jodie Geddes
- Inclusive Conversations – Mary-Francis Winters
- Race Talk and The Conspiracy of Silence – Derald Wing Sue • Whistling Vivaldi – Claude Steele

### **DIALOGUE / COURAGEOUS CONVERSATIONS**

- [Courageous Conversations](#)- Howard County
- [Dialogue Lab: America](#) - IDEOS
- [Truth, Racial Healing & Transformation \(TRHT\)](#)
- [Listen First Project](#)
- [Coming to the Table](#)

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## **10. Your Facilitator**

### **Suzanne Haley**

Suzanne Haley is a long-time Howard County resident who works to inspire soul care and human solidarity through compassionate truth sharing, awakening empathy, and activating courageous citizenship. She is the Founder & CEO of S. Haley & Associates, a consortium of activists, practitioners, coaches, and consultants. She is also Co-founder of Changing the Lens, a community-building movement created to dismantle systems of racial oppression. She participates civically with



task forces, alliances, committees, and diverse collaborative efforts to inspire, educate, heal, and liberate for equity, justice, and human solidarity. She also works with local, regional, national, and international organizations to fortify and build human ecosystems of action to stimulate inside-out change that will bridge the gap of indifference and make a difference in the larger worlds of work, faith, community, and society. Reach her at [shaley320@gmail.com](mailto:shaley320@gmail.com). For more information and upcoming events visit: <http://shaleyassoc.com> and <https://www.changinglens.org/>.