

BIG “I” COURAGEOUS Conversations Toolkit

HELPFUL TIPS

- Identify who will be the designated facilitator for each group.
- Keep groups small (3-7 people) and consider using SignUpGenius or something similar for people to “voluntarily” sign up.
- Highlight conversation guidelines in advance via email and at the beginning of each group discussion.
- Encourage people to review the resource [“Talking about Race.”](#)
- Share the meeting agenda and questions prior to each conversation, preparing the group to engage in thought-provoking dialogue.



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READY, SET, GO!

INVITATION SAMPLE EMAIL

We are pleased to host Courageous Conversations which consists of small groups getting together to listen to and learn how we can better support one another as we explore the topic of race in America. We will be using the ["Talking about Race"](#) resources provided by the National Museum of African American History & Culture. We ask that all of those participating block one hour for each of the two calls. Sign up here (include your link)!

CONVERSATION GUIDELINES

STAY ENGAGED

These calls are being set up on webcam (or in person) so that everyone has an opportunity to see each other and remain actively involved.

BE AUTHENTIC

Share your actual thoughts and feelings while remaining respectful of each person's truth.

EXPERIENCE DISCOMFORT

Discomfort is inevitable. Many of us rarely talk about race so try to push through the uncomfortable moments as they often provide growth.

THIS IS A JOURNEY

While we hope these conversations will provide deeper understanding of racial injustice, they will not erase the historic hurt.

MAINTAIN CONFIDENTIALITY

Honor everyone's privacy and avoid sharing who said what during the conversation.

"TALKING ABOUT RACE" DISCUSSION QUESTIONS

When were you first aware of your race?

What do you remember from childhood about how you made sense of human differences? What confused you?

What childhood experiences did you have with friends or adults who were different from you in some way?

How, if ever, did any adult give you help thinking about racial differences?

What resource(s) did you find interesting on the ["Talking about Race"](#) webpage?



PREPARING FOR THE FIRST CONVERSATION

EMAIL ONE SAMPLE

SEND IN ADVANCE TO EACH GROUP

We are excited to have you join our first Courageous Conversation! As a reminder the goal of this is to hear from each other while also learning how we can better support one another as we explore the topic of race in America. In preparation for the call consider taking some time to check out the [“Talking about Race”](#) webpage that shares various resources provided by the National Museum of African American History & Culture.

Here is the agenda and reminder of our conversation guidelines. Please be prepared to answer 2 of the “You Pick Questions” detailed below.

AGENDA

- Group Icebreaker Question: Why did you choose to participate in today's call?
- Question 1 (You Pick)
- Question 2 (You Pick)
- Group Reflection

YOU PICK QUESTIONS (PREPARE TO ANSWER ONE OR TWO)

When were you first aware of your race?

What do you remember from childhood about how you made sense of human differences?
What confused you?

What childhood experiences did you have with friends or adults who were different from you in some way?

How, if ever, did any adult give you help thinking about racial differences?

What resource(s) did you find interesting on the [“Talking about Race”](#) webpage?

**Source: National Museum of African American History & Culture*

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PREPARING FOR THE FIRST CONVERSATION

EMAIL TWO SAMPLE

SEND IN ADVANCE TO EACH GROUP

We look forward to the continuation of our Courageous Conversation. Below is the agenda inclusive of our discussion questions. Remember our conversation guidelines. At the conclusion of the call we will send a brief survey we are asking everyone to complete. The survey will help us gauge how we can better support future endeavors.

FOLLOW UP SAMPLE SURVEY

- 1 Name (Optional)
- 2 What did you think about Courageous Conversations?
- 3 Next steps: What are you doing and/or planning to do to better promote racial equality?
- 4 How do you think the Big "I" can create a more inclusive work culture for all staff?
- 5 Do you have any questions for leadership?

HELPFUL RESOURCES

[CEO Statement to Members and Partners](#)

[CEO Statement to Internal Staff](#)

[Independent Agent online article: Navigating Inclusive Leadership During Times of Crisis](#)

[National Museum of African American History and Culture's Talking About Race Website](#)

AGENDA

- Group Icebreaker: What's something you learned / took away from our last call?
- What's something you have done OR want to do to better promote racial equality?
- How can the Big "I" create a more inclusive work culture for staff?
- Any last thoughts...

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SPECIAL THANKS TO THE BIG "I" DIVERSITY COUNCIL



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