

For co-leads

A little preparation gives people room to participate. You do not have to be the expert on every topic.

Share the lead

One or two co-leads organize the group with staff input. Share preparation, invite help, and make stepping back possible. The connection with the One DSD Team supports communication; it does not make co-leads responsible for solving every issue.

Before a gathering

- Choose a topic with participants rather than preparing a full lesson.
- Share the time, joining details, and an optional opening question.
- Consider access needs and offer more than one way to contribute.
- Agree who will welcome people and help the conversation stay respectful.

Make room

Invite different perspectives without requiring personal disclosure. Allow people to listen, pass, or step away. No one is expected to speak for an entire community. Questions and disagreement can belong alongside care for one another.

When a conversation becomes difficult

Pause if people are being targeted or the conversation needs care. Name the specific concern without judging a person's character. Give people room to clarify or repair. Seek additional support when needed; hosting does not make you an investigator.

Different perspectives

A framework can help people notice something, and it can also be questioned. Ask what practice is being discussed, what supports an interpretation, and what other explanation deserves consideration. Agreement with a particular framework is not a condition of participation.

Carry forward by agreement

Ask whether participants want a question shared beyond the gathering. Agree on the wording and destination. Share only what is needed, without identifiable personal stories. A concern does not have to

affect a majority to deserve attention.

Close the loop

Bring back an update when a question has been carried forward, including when a response is still pending. The appropriate person or group takes responsibility for any further work. Raising a concern does not make a participant responsible for resolving it.

Care with information

Do not promise absolute confidentiality. Avoid recording or transcribing gatherings as a routine practice. Explain any relevant limits before sensitive discussion. Keep identifiable workplace concerns and personal assessment results out of shared materials.

Keep the group worthwhile

Occasionally ask what people want more of, what feels unnecessary, and what would make participation easier. Change the format when it no longer fits. Attendance and agreement are not measures of someone's commitment to equity.

Support without dependence

Use the program's resources and colleagues' expertise. Invite the Equity and Inclusion Operations Consultant when a particular question needs that support. Routine planning and hosting remain with the co-leads.

Useful companions

- **Open the Amplify space** — <https://teams.live.com/j/community/FAAzQ3B2126KM9zcQ>
- **Facilitation and learning together** — program page /learn?theme=facilitation
- **Workplace culture and well-being** — program page /learn?theme=culture
- **Intercultural practice** — program page /learn?theme=intercultural