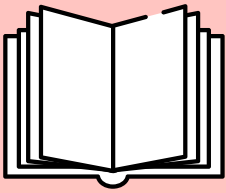


# TIPS TO FACILITATING A DISCUSSION AROUND TOPICS OF DIVERSITY & INCLUSION

Initiating and providing a space for colleagues to feel safe can be challenge. This document provides colleagues with explanations to five tips for facilitators who may want to lead discussions on topics of diversity & inclusion.



## Provide supplemental learning materials

Everyone is coming to the discussion with different levels of knowledge and different perspectives. By providing materials before your discussion, you can work to ensure everyone attending has similar levels of familiarity with the topics being discussed.



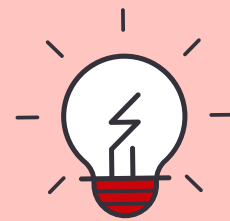
## Collaborate and create rules and guidelines for the discussion

To ensure that colleagues feel safe in the space, collaborate with participants to create a list of rules and guidelines that colleagues should follow. Be sure to make aware that colleagues are accountable for what they say in the space.



## Give space for people to share their perspectives

Discussions around these topics can be hard especially if colleagues feel that they are unable to be honest. By giving the space for participants to share their perspectives, participants are more willing to engage in future conversations. Again, colleagues should be held accountable for what they may share in the space.



## Establish goals for the discussion

Discussions can occur for discussions sake. However, it is helpful for colleagues to understand what the space is intended for. Is this an open forum? Is this a learning opportunity? Are there action steps that they or the organization can take?



## Provide space for questions and future learning

Topics around diversity and inclusion are complex and always changing. For colleagues, this may be the only space where they fully explore these topics. Discussion spaces should provide participants the time and space to answer questions or pursue their own self-guided learning opportunities.

Office of Access, Inclusion, and Compliance

Please contact our team with any questions at:  
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