

Conscious Inclusion & Anti-Racism

Participant Guide

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Pre-work

Instructions:

1. Start by watching the [Welcome Video](#) for this course, which contains additional details about completing the task below.
2. Using the boxes below, take some time to reflect on and answer the following questions that you saw some V-teamers answer in the Welcome Video. These questions are open to your interpretation, but some primers are included to help you frame your responses. Have this document open and ready when you attend the course:

Who am I culturally?* <ul style="list-style-type: none">• Where did I grow up and what was the culture of my community?• What did I learn about right/wrong, good/bad growing up?• What are my values and beliefs?• If I had to describe my cultural community, what would I say?	
What is my cultural identity?* <ul style="list-style-type: none">• Race/Ethnicity• Gender/Gender Identity• Religion• Education• Profession• Sexual Orientation	
How do I feel about those different from myself?* <ul style="list-style-type: none">• Are we basically all the same as humans?• Are we more alike than we are different?• How do I view "other"?• Are differences normal, inevitable, something to learn about?	

*Adapted from Winters, M. F. (2017). *We Can't Talk about That at Work!: How to Talk about Race, Religion, Politics, and Other Polarizing Topics*. Berrett-Koehler Publishers.

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Defining Terms

Interpersonal Racism When a person harasses, excludes, marginalizes, discriminates, hates, or commits acts of violence towards another group based solely on their own misinformation and stereotyping.	Institutional Racism Racism that operates through the policies, procedures, and practices of the institutions in our society.	Privilege A set of advantages and benefits that people have by virtue of them belonging to the dominant group in society.
Microaggressions A microaggression is an act that stereotypes or denigrates the recipient via indirect expressions of racism, sexism, ageism, ableism, or another form of prejudice. They can be in seemingly innocuous comments from people who might be well-intentioned. However, they make the person to whom they were directed feel different, violated, or unsafe.	Microinequity Generally speaking, a microinequity is a slight that marginalizes the recipient by singling them out, overlooking them, or ignoring them. It can be unconscious or subtle.	Diversity Diversity initiatives aim to increase the number of people from marginalized backgrounds in places where they are underrepresented.
Inclusion An organizational effort in which different groups or individuals, having different backgrounds, are culturally and socially accepted, welcomed, and treated equally.	Allyship A lifelong process of building relationships based on trust, consistency, and accountability with marginalized individuals and/or groups of people.	Intersectionality The interconnected nature of social categorizations such as race, class, and gender as they apply to a given group. 

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Self-Reflection

As you go through the course, there will be several check points for self-reflection. You can use the table below to note your key takeaways, “A-Ha! Moments”, or anything else you feel will help you on your journey during this course and beyond.

Self Reflection Checkpoint:	My thoughts:
Checkpoint #1 What sticks out to me the most about the videos we've seen and the discussions we've had? Why?	

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Approach for Mitigating Bias

Be aware and self-aware	Be conscious of your thoughts, feelings, and beliefs, and understand that your actions and behaviors will be interpreted by multiple, diverse stakeholders.
Stay curious	Notice patterns or situations that might bias your decisions and the impact they have. Intentionally look for ways to identify different ideas and experiences.
Question your assumption	Ask yourself: why am I thinking this way? Would I be drawing the same conclusions if this situation involved someone of an identity different than my own?
Decide	Decide on a method or an alternative behavior that you can implement easily into your daily life.
Be willing to take risks	Move outside of your comfort zone. Connect with people and experiences that are different than your own regarding beliefs, values, motivations, perspectives etc.
Practice empathy	Be willing to listen effectively and accurately enough to put yourself in the other person's shoes. Look to understand the situation from their point-of-view in order to improve communication, problem solving, and trust.
Speak out	Discuss issues in a way that is comfortable for you as well as others. Share your experiences with others to find not only common ground but distinct differences. Start courageous conversations that will generate solutions.
Hold yourself and others accountable	Hold yourself accountable for self-reflection, learning, and continually analyzing your behaviors. At the same time, get involved when you see others engaging in biased behaviors. In the spirit of constructive, supportive feedback, call out missteps and suggest alternative ways of thinking and behaving.

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Self-Reflection

Checkpoint #2

First, read the following questions to yourself and silently answer in your mind:

- Who is your go to person?
- How are you structuring your 1:1s with your employees?
- How are you tending to the mental state of your employees?
- Who do you give stretch assignments to?
- Who do you give high profile assignments to?
- Who do you provide rotational assignments to?
- How many members of your team belong to an ERG?
- How many members of your team hold a leadership role in an ERG?
- How are you determining who on your team you're mentoring?
- Who have you given developmental opportunities to?
- How many ERG events have you attended or hosted?
- Do you host lunch & learns?
- Who do you send to conferences?
- Do you have an affinity bias (focusing on those who are similar to you)?

Now, use the right column to write the answer to the question: What do your responses generally tell you?

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Where am I on My Journey?

<p>I'm still trying to educate myself on more foundational topics related to racism and inclusion, and I'd like to find out more.</p>	<p>I'd like to continue my education on these issues and would like some additional guidance in becoming more active in the fight against racism and for inclusion.</p>	<p>I feel well-informed and consider myself active in the fight against racism and for inclusion, but I'd like to be more conscious about staying accountable and making my efforts a movement, not a moment.</p>
<ul style="list-style-type: none"> • Refer back to the terminology sheet. Make it a point to understand these words in context and use them accurately. • Commit to selecting a few resources from the “Our Response” and “Listen and Learn” sections of the Racial and Social Justice Action Toolkit and block out time on your calendar once a week to complete them. • Take inventory of the interactions you've had in the workplace each week and examine whether any biases you have could have influenced them. Address using the Approach for Mitigating Bias. • Read Dear White People: Here Are 10 Actions You Can Take To Promote Racial Justice In The Workplace • Find a mentor who can help keep your journey on track. 	<ul style="list-style-type: none"> • Complete the To Be Anti-Racist, Start with a Conversation Pathway and the Confront Racism and Bias at Work Pathway • Commit to selecting a few resources from the “Take Action” and “Become an Ally” sections of the Racial and Social Justice Action Toolkit and block out time on your calendar once a week to complete them. • Join and become involved in Employee Resource Groups. You can become a member of any group you identify with or want to be an ally for. 	<ul style="list-style-type: none"> • Mentor someone who is not like you. • Hold regular check-ins with your team members that promote a safe space; make it a point to stay plugged into their thoughts/feelings and maintain a supportive perspective. • Ask for feedback from your team members and trusted peers: ask them, “How am I doing?” “What can I do better”? Find people who will continue to push you.
<p>Above all: Understand that this is a journey. You will not always say or do the right thing. That is OK. Learn from set-backs in the past, offer and extend grace in the present, keep your focus on the future we are building here at Verizon.</p>		

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Self-Reflection

Checkpoint #3

Transformative solutions will be required to generate meaningful change, how will you commit to creating and maintaining an inclusive and anti-racist culture at Verizon?

Idea Starters:

- How can I use my privilege for good?
- What can I do to promote inclusion across different phases of the employee lifecycle?
- Are there areas where I need to educate myself? What resources can I use?
- What biases do I have/need to mitigate?
- What can I do to have a successful courageous conversation?
- Are there action items from the “Where am I on my Journey?” sheet that I can commit to immediately?

5 things to know...

A conversation about race

Initiating a dialogue about racism can be challenging. Here are five suggestions of how you can kick off your team meeting – your choice!

1. **My life in pictures.** Using 6-8 images, the employee or leader tells the story of how he/she got to where he/she is today, family, obstacles faced (e.g., racial bias) and breakthroughs. **(15 min)**
2. **Panel or fireside chat.** This panel or fireside chat of 1-4 people, plus a moderator is a great way to get to know the panelists. Panelists can provide a mix of varied answers to questions such as the ones below. **(30 to 60 min)**
 - Why is acknowledging the deadly attacks on George Floyd, Ahmaud Arbery and Breonna Taylor along with the Christian Cooper birding incident so important?
 - What was your initial reaction to these events?
 - Talk about your experience in the workplace. What are some things that you've experienced that some of your colleagues may not have experienced?
 - How have you spoken to your family about these events?
 - When were you first aware of your race?
 - 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?
 - How do we make this moment a turning point for real change? And where does it start?
3. **“Dear...”** Ask employees who want to share their voice to write letters and read them out loud to express how they feel about social injustice and what they hope for the future. **(30 to 60 min)**
4. **Knowledge roundtable.** Read, listen or watch one of the following as a team and then have a conversation. **(30 to 60 min)**
 - [Go further than being an ally, be an accomplice for change](#)
 - [New York Times: Corporate America has Failed Black America](#)
 - [Verizon supports criminal justice reform](#)
 - [A Collection of TED Talks on Race](#)
 - [Uncomfortable Conversations with a Black Man](#)
 - [60 Minutes: Why George Floyd's Killing is a Tipping Point and How American can move forward](#)
5. **Take action together.** Sign up as a team for a [virtual volunteer opportunity](#), including our virtual justice walk.

More resources.

- [How to start a conversation on race toolkit](#)
- [National Urban League](#)
- [NAACP Legal Defense Fund](#)
- [5 things to know on VZWeb](#)