



Leadership Tips August 18, 2020: Replacing Bias with Belonging In our Workplace

Message from Dr. Marilyn Manning



Dear Friends,

This issue is about the importance of truly modeling our values, especially the values of inclusiveness and equity.

- What behaviors do you observe in yourself and others in the workplace that model these values?
- Are you reaching out and connecting with those who are very different from you or do you just gravitate to your same buddies?
- What behaviors or actions do you observe in yourself and others that are counterproductive to the value of equity?

How can we all provide a truly safe space in our organizations to be vulnerable and speak up when we see any action or behavior that is not modeling our core values?

How do we each encourage true openness by supporting any kind of diversity?

We hope these questions we pose will help you embark on some deep, meaningful conversations.

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1. Article: *Replacing Bias with Belonging in our Workplace*
2. Tuesday, Aug 25: Zoom event: *Bias and Belonging*, 1:00-1:30PM Pacific. (No Charge)
3. Tuesday, Sept. 15: Zoom event: *Listening Amid Endless Distractions*, 1:00-1:30PM Pacific. (No Charge)
4. Our new on-line trainings



Replacing Bias with Belonging in our Workplace

Clearly there is unfinished work in creating equitable workplaces. With our growing awareness of the disproportionate hardships because of this pandemic, it's crucial to ask ourselves how we can address biases in a productive way. How can we build bridges to create cultures of inclusivity and belonging?

Let the Conversation Begin

These three areas are important in having these difficult conversations:

1. Key skills required
2. Critical questions
3. Best processes

1. What key skills are required to productively engage in conversations around biases?

The first step is to audit yourself. Your emotional intelligence will be essential for preparing to engage in these conversations. Specifically:

- *Self-Awareness* – What is going on inside of you; what are you feeling about initiating a conversation about biases?
- *Self-Regulation* – What is your capacity to manage your strong emotions and defensiveness you may be feeling?
- *Self-motivation* – What is at stake for you? Why is this important for you, your team, your department, your organization, your clients, and the greater good?

- *Empathy* – How is your capacity to stand in the shoes of others you converse with and put aside your own experiences, perspectives, beliefs?

Now, focus on your Interactive Skills – Your ability to clearly express yourself:

- *Listening / Bearing Witness* (without the need to fix, to be right, or to advocate)
- *Curiosity* about the life experiences of others
- *Honesty / Integrity / Transparency*– Ability to tell your truth without attachment
- *Implicit Bias* — Awareness of your own circumstances and upbringing
- Capacity to *speak with “I” messages* – Sharing your own experience

2. What are some critical questions and inquiries we might use?

- What biases and cultural assumptions were you raised with?
- How has your organization contributed to the current culture of biases?
- How can we address the current situation, and what can we all agree on doing about it?

3. What’s the best process to open these conversations?

- *Grounding* – There are no right or wrong answers / no right or wrong beliefs
- *Bear witness* to the experience of others
- *No fixing or advocating*
- Two rounds: the first is *pure listening* to each other’s experience; the second *explores actions* that might be taken.
- Derive “*Agreements for Action*” as the result of the process
- *Implementation and assessment loop*

Get Ready to Have A Meaningful Conversation

As a prelude to our complimentary 30-minute webinar on Tuesday, August 25th, you are invited to apply these four steps to have a meaningful conversation with a colleague focused on the topic of bias:

1. Be fully present for the conversation
2. Listen Attentively
3. Tell *Your Truth* and be fully aware others have equally valuable truths

4. Be open to the influence of what others say

Congratulations on initiating dialogue — The process is underway.

Reserve your Seat for Bias and
Belonging

**FREE 30-min. online event Tuesday Aug 25, 1PM :
Bias and Belonging**



Facilitated by Stewart Levine, Esq., Senior Associate

Today it has become essential for organizations to engage in honest dialogues around racism, bias, diversity and belonging in a different way.

This short program will:

- Share some critical questions you can use to facilitate conversation
- Introduce resources to help frame the dialogue
- Discuss essential guidelines for the conversations
- Give you an opportunity to share your current thinking and feeling

**Tuesday, Aug 25
1:00-1:30PM Pacific**

Limited space: confirm your seat and receive log-in details
when you register using the button below.

Register for this free 30-min. online
event

Register today for this free training in
September

**FREE 30-min. online event Tuesday Sept. 15, 1PM Pacific :
Listening Amid Endless Distractions**

How to Enhance Listening and Focus Skills



Facilitated by Craig Harrison, Senior Associate

Whether in meetings or 1-1s on the phone, via Zoom or in-person while working remotely, we need to pay better attention to paying attention. As we shelter-into-Fall, distractions abound, and conspire to disrupt our ability to both focus intently and remain focused at work.

In this complementary session we will help you:

1. Avoid common listening mistakes
2. Understand and navigate various levels of listening
3. Recognize listening challenges and learn strategies for overcoming them

Please join us for this free 30-minute Zoom event:

Tues. September 15
1:00-1:30PM Pacific

Limited space: confirm your seat and receive log-in details when you use the registration button above or below this announcement.

Register for this free 30-min. online event

Our new On-line Trainings for Today's Virtual World:

Customized for you...from 90 Minutes - 3 Hours

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Best Practices for Managing Remote Workers and Teams

Would you like help communicating one-on-one with direct reports working from home? This program offers tips for conducting crucial conversations remotely, helping coach your staff in prioritizing timeliness and self-management, and strategies for increasing online engagement and motivation.

Managing Crisis and Change: Surviving in a State of Flux

This session provides the tools you need for transitioning through change and self-care to embrace the new reality. Learn how to proactively navigate and smoothly embrace uncertainty by using the stages of processing change to know where you

are and what's next.

[How to Stay Fresh and Relieve Stress](#)

More than ever, employees, supervisors and managers are experiencing disruptions, frustrations, and stress from illness, technical challenges, economic pressures and the uncertainties of this current pandemic. Learn techniques for self-care, stress reduction, creating a nurturing and soothing environment, and how to look out for each other to remain healthy, productive and upbeat while future-focusing.

[Applying Emotional Intelligence in Uncertain Times](#)

During times of uncertainty people look to their managers to provide clarity that will enable them to deal with chaos, overcome challenges, and achieve shared goals. Emotional Intelligence equips managers to recognize their own and others' behaviors and make choices to improve workplace performance and productivity. This session provides you with easy-to-implement tools you can apply immediately.

[Listening Amid Endless Distractions](#)

During shelter-at-home we're more distracted than ever. This training helps you pay attention to paying attention. Learn to avoid common listening mistakes, deepen your ability to "go deep" as a listener, discerning what is being said, implied, unspoken and more. You will learn to understand the "listening gap" and how to overcome it, and how better listening leads to increased trust, enhanced credibility and better team cohesion.

[Managing Multiple Demands and Priorities While Working From Home](#)

Learn proven techniques for prioritizing your projects, time and energy while working remotely. Receive help managing distractions, remaining focused, dealing with internal and external pressures while getting back into your flow state while having your out-of-office experience. Discover ways to optimize your environment to increase productivity and peace of mind.

For information contact [Dr. Marilyn Manning](#)

You can also reach us by phone: (650) 965-3663

Get A Boost From Our Team



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Contact The Consulting Team to learn more about our online training, group and one-to-one virtual coaching, and consulting assistance for leaders and employees.

The Consulting Team

— FACILITATING POSITIVE CHANGE —

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Get In
Touch

