

Table-Top Learning and Development (L&D) Training Program Template



Course Ground Rules Facilitating a “Lunch and Learn” Session

This template may be used to facilitate a cultural-infused lunch and learn session

Discussion Explanation

Explain how you want to handle the discussion.

- ▶ In a large group, consider asking people to raise their hand first and wait to be called on by the facilitator.
- ▶ In a small group, you may encourage them to interject during the conversation at any time with their thoughts.

Scenario and Questions

Read the scenario aloud to the participants and ask the questions on page 3, one at a time. Give participants a chance to answer the question first, then provide the context, and see how that changes the discussion.

- ▶ Revealing one question at a time will help keep the discussion focused.
- ▶ Some questions will provide additional contextual information for participants.

Key Points

Review aloud “Key Points to Consider” at the end of both the facilitator and participant copies of the session.

- ▶ They are well-suited as a conclusion to the discussion.
- ▶ They may also be printed out as a future reference document for the participants.

Additional References

Things to keep in mind, like the code of conduct and ethics guidelines in your employee handbook may be referenced.

Discussion Guide Facilitator Instructions When Leading A Discussion on Sexual Harrassment

This is a scenario example to consider with this table-top activity

Scenario

You share a workspace with Brandon, who keeps asking Larissa out on a date. Larissa has turned him down several times. Brandon said he thinks he just needs to keep asking her out – maybe the upcoming employee picnic will be a better opportunity.

Questions to facilitate

1. Could Brandon's actions be considered sexual harassment? Why would you say this?

Additional context: Larissa has expressed to you her frustration with Brandon's repeated attempts.

2. What should Larissa's response be?

3. What actions (if any) should you take?

4. How would the actions of bystanders differ from those of upstanders?

5. Discuss definitions of these two terms (provided below). Do you have alternate definitions from prior experience?

6. How would your perception of this interaction change if Larissa were male?

Key points to consider

A. Sexual harassment may be defined as:

- ▶ Unwelcome attention
- ▶ Acting in a sexually inappropriate manner
- ▶ Sex-based discrimination
- ▶ Requiring sexual favors in exchange for job retention/advancement or threatening retaliation for refusal to provide sexual favors
- ▶ Disrespecting personal space

Key points to consider (continued)

- B. Sexual harassment may occur between any ethnicity, age group or gender
- C. Upstander vs. Bystander definition:
 - ▶ Upstander: someone who recognizes when something is wrong and does something to make it right.
 - ▶ Bystander: someone who sees harassment happening but doesn't do anything to stop it.

Keep in Mind

- A. Ask yourself if your joke could be considered offensive.
- B. Think about whether someone could misinterpret your behavior.
- C. Consider how you would feel if someone behaved in the same manner to someone you care about.

Re-familiarize yourself with our company's policies in regard to harassment of any kind.