

# The Office for Social Justice and Diversity

## Virtual Presentation Facilitation Guide

### Introduction

Greetings from the Office for Social Justice and Diversity! Thank you for choosing our workshop for your group. We created this facilitation guide for follow-up discussion following a workshop. This is meant to be a guide. It does not need to be strictly followed, but can be.

***Be sure to watch the presentation before offering or presenting to your group. If you have any questions or concerns about the presentation, feel free to contact our Assistant Director, Ebony Jackson: [jacksoneb@montclair.edu](mailto:jacksoneb@montclair.edu).***

### Showing the Presentation

The entire workshop is narrated, but feel free to pause the workshop at any point to elaborate/clarify on something, pose a question to the group, or discuss with your group.

### Assigning the Presentation

If you are assigning the presentation to your group, be sure to provide any information or disclaimers you feel necessary.

### Group Agreements

Here are some group agreements we utilize for our in-person workshops to conduct learning and discussion in the space:

- What happens here stays here; what's learned here leaves here
  - Folks may share some personal information about themselves and their experience in life. We want to keep this information private but take the lessons and information we learn from it with us to teach other folks. For example: Sally shares that she has experienced discrimination throughout her life and has sought out help through therapy. You would want to share that therapy is an option to help cope with discrimination.
- Cell phone usage
  - Being mindful of when we use cell phones or laptops. Someone could be sharing personal information and in that moment feel vulnerable. Seeing someone texting or on their laptop can make that person feel their information is not being contained in the space and could feel discouraged to share.
  - Or just no cell phones (whatever you deem appropriate and productive for your group)

- Share the Airtime
  - We want to make sure that everyone has an opportunity to speak and ask questions. Be mindful of how much you may be speaking. Challenge yourself to speak up if you don't usually. You may provide some great insight for the group!
- Positive Intent
  - We want to assume that we are all here to learn and not to offend or hurt one another. We all have different experiences and levels of knowledge so some of our information may be outdated or even offensive. In the instance that someone uses outdated or offensive information, we want to trust that this is not coming from a place of ill intent. We can correct the information when that person is done sharing.
- Use I Statements
  - Let's use I statements. We should speak from our own experiences and not others. Examples of I Statements
    - I remember one time when I was in school I....
    - In my experience, it has been more difficult when....
    - Being [identity] for me means to....
- Respect Boundaries
  - Be mindful of your own boundaries - how comfortable you are with sharing and how much you want to share. Be respectful of other folks' boundaries, as well. If you know that someone has an experience similar to what is being discussed, allow them to share if they decide.
- Ask Questions!

## Facilitation Questions

Here are some suggested questions to ask your group to continue the conversation:

1. What is one thing that you learned from the presentation? How will you apply what you've learned?
2. What is something that resonated with you?
3. What surprised you in the presentation?
4. Is there anything you learned in the presentation that you would want to learn more about? Or maybe piqued your interest in another topic?
5. What other comments or questions do you have about the presentation?

## Discussion Tips

When you are asked a question you may not know the answer to, it is okay to ask the larger group what they think or if someone wants to answer the question. You can even lookup the answer together as a group to find the answer!

If there are folks who are laughing or smiling during the presentation or the conversation, ask about it. These responses can sometimes be a defense mechanism because they are uncomfortable with the content. Take some time to unpack the discomfort with the content and help the group come to a better understanding.

If there are disruptive or even combative members of the group, this could be a learning opportunity for everyone in the group. Give that member space to share their thoughts about the content. This could lead to productive conversation.

In the case of a heated disagreement amongst the group, do your best to diffuse the situation. These conversations, while sometimes productive, could derail the discussion. If the disagreement turned discussion doesn't seem to be productive, table the conversation for another time.

If a member of the group happens to be triggered by the content, be sure to check in with that student for any resources they may need, for example CAPS.

## Conclusion

With this facilitation guide, we hope that you will be able to continue the conversations with your group. Thank you again for selecting our workshop for your group.

Check our Canvas portal for other recorded presentations. To request any of our other workshops, you must complete the form in Engage **4 weeks in advance to the workshop date**. Feel free to contact our Assistant Director, Ebony Jackson: [jacksoneb@montclair.edu](mailto:jacksoneb@montclair.edu) for further questions.