

# Instructions for online co-facilitators

Thank you for helping co-facilitate the online Ally Skills Workshop! Since the lead facilitator will be joining by video and everyone else will be physically present, the co-facilitators will fill in for the lead facilitator for anything that requires physical presence.

## Printing

We need two printed documents for the workshop: The Ally Skills Workshop handout, and the goal-setting exercise. Print the Ally Skills Workshop handout, black-and-white, single-sided, with a staple it together so that people can take notes on the blank side of the paper. Wait till the facilitator asks you to hand out the goal-setting exercise during the wrap-up.

## Room setup

The ideal set up is tables that seat 4-6 people, arranged so that everyone in each group can see the slides clearly. Put the handouts and some pens on each table.

## Asking questions

I need help knowing that there is a question because I can't see enough detail over video to see if anyone is raising their hand. If someone raises their hand or tries to ask a question, please interrupt me and say "There is a question ."

## Forming groups

At the end of the introduction, I ask people to form groups. I make an effort to get gender diversity within each group if possible **without guessing anyone's gender from their outward presentation**. To do this, I ask everyone to include their pronouns when they introduce themselves to each other, and then tell the co-facilitator if they all have the same pronouns. If that happens, you'll need to interrupt everyone and say, "This group has all the same pronouns. Is there another group with two or more people with different pronouns than [pronouns], one of whom is willing to trade groups?" If no one volunteers within about 5 seconds, then say, "Oh well, that is okay." Don't ask anyone in particular to change groups, and **wait until the group tells you they have a problem instead of guessing their genders**.

## Ending discussion

I give the groups 4 - 7 minutes to discuss each scenario. In the beginning, it is relatively easy to get people to stop talking. But as people get more into the discussions, they will keep talking even after I've said it's time to stop several times. If people are still talking after I ask people to stop, please ask individual people to stop talking.