

## A Guide to Facilitating Inclusion Moments

### What are Inclusion Moments?

Inclusion moments are purposeful activities that can help create a sense of community in your group. They allow people to learn about one another beyond their professional roles. Inclusion moments create an opportunity to recognize shared experiences, interests, and perspectives, even among individuals who may not seem to have anything in common.

An inclusion moment can be used as the icebreaker activity or introductory portion before you move onto your meeting agenda. Inclusion moments can be built into reoccurring meetings or be a part of one-off, small-group conferences and summits.

### Tips for Conducting Inclusion Moments

- ! If inclusion moments are part of a regularly scheduled meeting, the responsibility to hold an inclusion moment should be rotated among members of the group. This will foster shared ownership of creating an inclusive environment.
- ! Consider the duration of the meeting and the number of participants when deciding the appropriate time for the inclusion moment. For example, if it's a brief meeting that's less than 45 minutes with a loaded schedule, you may want to skip holding an inclusion moment. If the meeting involves many participants (more than 20 people) you can skip the inclusion moment or modify it to break into small groups so that everyone has an opportunity to share their story.

### Ideas and Conversation Starters for Inclusion Moments

Below are some suggestions to help you facilitate an inclusion moment. Choose an idea that you think will ease your group into having a meaningful, civil, conversation that helps everyone better understand each other's lives, views, and perspectives.

- Ask thought-provoking or fun questions that allow everyone to share personal stories and experiences. For example:
  - Can you share a time when you felt a strong sense of belonging in a group and how it positively influenced you?
  - What's the most memorable live performance you've ever attended? Share the details and why it was so special to you.
  - Did you have any unusual jobs before joining our team? Share your experiences and any lessons learned.
  - Have you ever met someone who has profoundly influenced your life or inspired you? Share the story of how you crossed paths and the impact they had on you.



- Choose a historical event and prompt your team members to share their feelings and insights related to these events. For example:
  - The Civil Rights Movement (1950s-1960s): Reflect on this transformative period in American history that aimed to secure equal rights and end racial segregation. How do you feel about the progress made during this period?
  - The Rise of Social Media (2000s): Talk about the impact of early social media platforms like MySpace, AIM, MSN Messenger and most recent ones like Facebook, Twitter, TikTok and Instagram in our lives and society as a whole. What was the first social media platform you used? How did it impact your life?
  - The COVID-19 Pandemic (2020-current): Where were you during the first 2020 lockdowns for the COVID-19 pandemic and how did it impact your daily life? What lessons were learned from this unprecedented global emergency?
- Have the group watch a video, read an article, or listen to a podcast and then discuss it as a group. Ensure all voices are heard during the discussion. You can either share video ahead of time or watch in real time.
  - Video: "[The Danger of a Single Story](#)" by Chimamanda Ngozi Adichie. Discuss the importance of diverse perspectives and how 'single stories' can shape our understanding of individuals and communities. How can we challenge stereotypes and embrace a more inclusive mindset?
  - Article: "[Practice Empathy as a Team](#)" by Harvard Business Review. Discuss the role of empathy in fostering understanding, connection, and effective communication within your team. How can we cultivate empathy in our interactions?
  - Article: "[Tapping Into Indigenous Knowledge to Protect Nature](#)" by the UN Environment Programme. Reflect on the intersection of indigenous rights and environmental justice. How can we learn from indigenous communities' deep connection to the land and their fight for environmental sustainability?
  - Article: "[Diversity, Equity, and Inclusion Lighthouses 2023](#)" by McKinsey & Company. Discuss the business case for diversity, equity, and inclusion. How can we leverage diversity within our team to drive innovation, creativity, and better decision-making?
  - Podcast: "[LatinoUSA](#)" by Futuro Media Group. Discuss the impact of Latino culture on society and how it shapes our understanding of American identity. What lessons can we learn from this rich and diverse heritage?

For additional resources on diversity, equity, inclusion, and respect (DEIR), visit the ACS Office of DEIR's website at [www.acs.org/diversity](http://www.acs.org/diversity). If you have questions or comments regarding this document or other DEIR issues, contact us at [diversity@acs.org](mailto:diversity@acs.org).