



Workshop Preparation Checklist

- Decide the audience and inform the SDCN team of your audience goals.
 - Explore the possibility of inviting key groups to training (i.e., Residential life staff, student government, multicultural life staff, etc.).
 - We recommend the Inclusive Leadership Workshop (first 8 hours) include broad audiences. Let the SDCN team know which groups will be represented.
 - For Day 2's Moderator Workshop, we recommend a smaller audience of people who actually want to moderate Sustained Dialogue. Please let us know if the audience is already selected to be moderators, or if participants will be deciding during the training.
 - Please share with SDCN if this group has received similar training recently.
 - Review the advertising language within this packet to get a sense of how many other schools have publicized the program.

- Know how many moderators you need to train to meet your goals
 - For those schools interested in building dialogue groups after training, decide in advance how many dialogue groups of 8-15 you'd like to hold. You will need two peer moderators trained for each dialogue group. For every 8 people present on day 2's Moderator Workshop who are committed to moderating a group, SDCN requires 1 facilitator to give detailed simultaneous feedback. Please consider this when budgeting.
 - You have the option of either selecting moderators in advance or letting skills build during training and then selecting moderators. Please inform us of your choice by email.

- Secure workshop funding and sign SDI's contract
 - To sign our service agreement, we need to know the audience size, start and end times of workshops, exact dates, and other details that we will guide you through. We unfortunately can not book travel without these details.
 - Remember to budget for printing costs, travel, meals for the group, meals during travel for facilitators, and lodging for all workshop facilitators.

- Confirm your workshop date with SDCN **before** publicizing it.
 - This confirmation process with SDCN is frequently not a single email or one-day process, so please ask us if we are available as soon as you can.

- Please do not book against key campus events or any religious holidays.
- Expect that attendees will likely have varied ability needs:
 - Plan to build an RSVP that allows participants to share ability needs, dietary preferences, and other key logistics.
 - Do not assume all participants will be able-bodied when booking rooms.
 - Before holding the workshop, work with your accommodations or disability office to understand accommodation options around deafness, blindness, and other common needs, since frequently these have budgetary implications that you and campus organizers are responsible for depending on who chooses to sign up.
- After the workshop is confirmed, reserve a campus location with the following:
 - Mod Workshops are generally 9:00am – 5:00pm both days including lunch and two fifteen minute breaks; account for an extra hour in your room reservation to set-up and break down.
 - Room should have chalk board, dry-erase board, markers, or an easel
 - Windows/access to natural light (the less classroom-like, the better)
 - Moveable seats that can be set-up in a circle
 - Extra space in the room (without tables and chairs) for large group activities
 - Enough chairs to actually seat all people and to allow for mobility of all participants.
 - LCD projector and large screen using either HDMI or VGA and able to share audio
 - Access to wireless internet
- Copy SDCN team members on ALL emails formally announcing the workshop to inform our team of logistics and framing
- Make travel and/or lodging arrangements
 - SDCN can book travel on our side if preferred. Please share any mandatory guidelines around travel (i.e. flight costs, original receipts, or other needs).
 - Confirm travel departure locations with SDCN facilitators before securing travel reservations.
 - Check nearby hotels that offer discounts to visitors of the college.
 - Schedule meetings between key on campus contacts and SDCN rep OR schedule an impact sharing session for key stakeholders (remember, this may not be possible if it requires another travel day.)
- Arrange and purchase food

- Remember to ask SDCN facilitator(s) and participants for their dietary needs.
 - Please order breakfast, lunch and afternoon snacks for both days of the workshop.
 - Due to the tight timing of workshops, there will not be time for attendees to leave the workshop to get lunch. Please arrange for a food delivery or ask attendees to bring their lunch.
- Work with SDCN to print preparatory materials on the campus in advance of training.
- Handout packets are typically black and white and 20 pages per participant.
 - If you are certain of the number of moderators and advisors attending, please print moderator manuals for each from www.sustaineddialogue.org/docs (Deep members only).
- Prepare a sign-in sheet or online pre-registration that collects email addresses.
- Be prepared to send attendees' contact information to SDCN.
 - If your group prefers certificates, we can send a signed template to you.
- Send out a pre-/post-survey (recommended only for those doing formal SD)
- For Deep Members doing formal SD, make sure all participants complete the pre-survey prior to the workshop. All surveys can be found for members at www.sustaineddialogue.org/docs with your membership password. We recommend using this only when doing actual Sustained Dialogue after training.
- Prepare for a campus representative to introduce the SDCN facilitators for no more than 5 minutes. Please let us know if you have other agenda items planned, since these are difficult to accommodate with our content needing the majority of time to get folks skilled up.

Thank you for reading and for the work that you are doing to build this program successfully on your campus!

Roles for Founding Leadership Team for Sustained Dialogue Memberships & Programs

Can be filled by students, staff, faculty, and/or administrators

Financial Coordinator

- Requests and/or provide funds to support SDCN membership and/or programming.
- Is in contact with the purchasing office to ensure that invoices are received and paid on time.
- Communicates all year with funding partners about evaluation results, program goals, and future financial program needs.

Recruitment Coordinator

- Recruits moderators and training attendees by developing an application.
- Develops marketing language and flyers/emails for both moderator training and weekly dialogue group participants.
- Pair moderators and identify specific dialogue group meeting times.
- Recruit participants using an application that includes specific dialogue group meeting times.
- Schedules recruitment tasks and assigning them to specific people - attending sessions, classes, individual asks, presentations to clubs, etc.

Moderator Developer

- Makes sure moderators retain dialogue skills.
- Schedules follow-up trainings.
- Supports moderators by running program-wide moderator meetings.
- Supports moderator pairs through planned debriefs or meetings between dialogue sessions.
- Finds opportunities on campus for moderators to practice outside of dialogue groups.
- Connects moderators to additional resources on campus when necessary.

Outreach Coordinator

- Communicates with other departments about SD to spread the message of what is being done and what goals it is achieving.
- Encourages other departments and groups to: send people to trainings and dialogue groups, collaborate to bring SD trainings to their area (i.e. res life, orientation, first year experience, athletics, professional development days, etc).
- Makes sure upper administration knows about and supports SD efforts.
- Organizes and coordinating SDCN training hours between departments.

Institutionalizer

- Collects and maintains paperwork.
- Keeps records of what's worked and what hasn't.
- Builds measures for tracking impact.
- Stays involved from year-to-year to create institutional memory for the program.

Logistic Coordinator (Can be same as Recruitment Coordinator)

- Books and organizing room reservations for trainings and dialogue groups.
- Sorts participants into groups.
- Schedules initial training with SDCN and campus partners.
- Makes sure contracts are signed.

Who connects with SDCN? The person with the responsibility and vision for the program's growth who is also most aware of logistics. This person should be willing to get on the phone with us on a weekly basis during program for the first semester of implementation.

ADVERTISING AND RECRUITMENT LANGUAGE

SUSTAINED DIALOGUE CAMPUS NETWORK

Running a Sustained Dialogue program on your campus means that you spend a lot of time trying to recruit others to join dialogue groups and attend trainings. Inside this packet you'll find recruitment and advertisement language for some of these most significant needs.

The words and phrases in **red** are those that you'll need to change to adapt to your campus context.

- On pages 5-6 you'll find language for how to recruit for participants for your dialogue groups. Because your groups need a diverse set of people and experiences, use all four versions of this language to reach different pockets of your campus.
- On page 8 you'll find language for recruiting participants for your workshops and trainings – both for folks who will want to moderate next semester or term, and for folks who want to learn more without that type of commitment.
- Pages 9-10 are sample flyers – they aren't pretty, but they should give you a good sense of how these materials can be distributed. The language on the page 9 flyer is VERSION 1 (from page 5).

Table of Contents

For Dialogue Groups:

Advertisement And Recruitment For Sustained Dialogue Groups:	6
1. Use this version for broad/general campus recruitment.	6
2. Use this version for folks who are already excited or are likely to sign up without much convincing.	6
3. Use this version for folks who may be skeptical of this type of program, or of diversity work in general.	6
4. Use this version for folks who tend to police the ideas and actions of others, and/or those who are trying to find solutions in ways that may be escalating rather than constructive.....	7
Modifications To Dialogue Group Sign-Ups For Different Audiences	8

For Trainings and Workshops

Advertisement And Recruitment For Trainings And Workshops:	9
Just Inclusive Leadership Workshop:	9
Inclusive Leadership And Moderator Workshop:	9
Sample Flyer: Inclusive Leadership Workshop Only	10
Sample Flyer: Inclusive Leadership <u>And</u> Moderator Workshop	11

ADVERTISEMENT AND RECRUITMENT FOR SUSTAINED DIALOGUE GROUPS:

These are the four different advertising materials for dialogue groups that you need to use on your campus. Each one is targeted towards a different population. Using all four, intentionally and thoughtfully, is the only way to get a diverse set of people and experiences in the dialogue circle.

1. Use this version for broad/general campus recruitment.

Sustained Dialogue (SD) is a student run program on campus that works to create community change by building powerful relationships across differences. Our SD program runs dialogue groups, which meet weekly all **semester**. Participating in these groups means you will:

1. Learn how to dialogue in tough conversations or moments of disagreement – rather than debate, argue, or disengage;
2. Learn more about your own identities and the identities of your peers;
3. Learn leadership skills that will help you in your future career;
4. Develop empathy for others in our community;
5. Learn how to resolve conflicts with a diverse group through building and repairing relationships;
6. Become more connected and invested in our campus community.

Participation is open to **anyone** on campus who can commit to coming to every weekly meeting – **students, faculty, staff, and administrators**. To register for a dialogue group, visit www.ourwebsite.org.

2. Use this version for folks who are already excited or are likely to sign up without much convincing.

Sustained Dialogue (SD) is a student run program on campus that works to create community change by building powerful relationships across differences. Our SD program runs dialogue groups, which meet weekly all **semester**. Participating in these groups means you will:

1. Learn how to dialogue in tough conversations or moments of disagreement – rather than debate, argue, or disengage;
2. Learn a new process for making the campus more welcoming and inclusive for those you care about;
3. Learn more about your own identities and the identities of your peers;
4. Listen deeply to others sharing on topics you feel passionate about;
5. Develop empathy for others in our community;
6. Learn how to resolve conflicts with a diverse group through building and repairing relationships;
7. Become more connected and invested in our campus community.

Participation is open to **anyone** on campus who can commit to coming to every weekly meeting – **students, faculty, staff, and administrators**. To register for a dialogue group, visit www.ourwebsite.org.

3. Use this version for folks who may be skeptical of this type of program, or of diversity work in general.

Sustained Dialogue (SD) is a student run program on campus where people talk constructively with those they disagree with to create community solutions. Our SD program runs dialogue groups, which meet weekly all **semester**. Participating in these groups means you will:

1. Learn how to dialogue in tough conversations or moments of disagreement – rather than debate, argue, or disengage;
2. Learn to appreciate and understand the differing and valid viewpoints of your peers;
3. Be in a space where everyone's voices are valued, even those whose voices typically aren't fully respected on campus;
4. Learn leadership skills that will help you in your future career;
5. Create informed solutions for relational challenges on campus;

6. Learn how to resolve conflicts through building and repairing relationships;
7. Become more connected and invested in our campus community.

Participation is open to **anyone** on campus who can commit to coming to every weekly meeting – **students, faculty, staff, and administrators**. To register for a dialogue group, visit www.ourwebsite.org.

4. Use this version for folks who tend to police the ideas and actions of others, and/or those who are trying to find solutions in ways that may be escalating rather than constructive.

Sustained Dialogue (SD) is a student run program on campus that works to create community change by building powerful relationships across differences. Our SD program runs dialogue groups, which meet weekly all **semester**.

Participating in these groups means you will:

1. Learn how to dialogue in tough conversations or moments of disagreement – rather than debate, argue, or disengage;
2. Look at campus relationships that are in a state of breakdown and become a part of the team that helps to make them stronger;
3. Learn more about your own identities and the identities of your peers;
4. Create concrete change to improve the lives of everyone on campus;
5. Develop skills for putting identity politics aside to transform toxic relationships on campus;
6. Develop empathy for others in our community;
7. Learn how to resolve conflicts with a diverse group through building and repairing relationships;
8. Become more connected and invested in our campus community.

Participation is open to **anyone** on campus who can commit to coming to every weekly meeting – **students, faculty, staff, and administrators**. To register for a dialogue group, visit www.ourwebsite.org.

MODIFICATIONS TO DIALOGUE GROUP SIGN-UPS FOR DIFFERENT AUDIENCES

No matter which version you're using, you'll need to modify the last section based on if you are running **blended groups** (students, faculty, and staff all together), **student-only groups** (no option for faculty/staff), or **separate groups** (faculty/staff in one group, students in another).

BLENDED:

Participation is open to **anyone** on campus who can commit to coming to every weekly meeting – **students, faculty, staff, and administrators**. To register for a dialogue group, visit www.ourwebsite.org.

STUDENT ONLY:

Participation is open to **any student** on campus who can commit to coming to every weekly meeting. To register for a dialogue group, visit www.ourwebsite.org.

SEPARATE:

Participation is open to **anyone** on campus who can commit to coming to every weekly meeting.
Students: To register for a student dialogue group, visit www.ourwebsite.org/studentSD.
Faculty, staff, and administrators: To register for a faculty/staff dialogue group, visit www.ourwebsite.org/facstaffSD.

ADVERTISEMENT AND RECRUITMENT FOR TRAININGS AND WORKSHOPS:

Some campuses run a full 2-day training: day 1 is the Inclusive Leadership Workshop and day 2 is the Moderator Workshop. Other campuses who are not actively training moderators only run day 1. Below is language for both options. Select the option that matches your training schedule. See the following page for sample advertising flyers for each option.

JUST INCLUSIVE LEADERSHIP WORKSHOP:

Interested in Sustained Dialogue, diversity, leadership, and conflict resolution? Register now for **Lion** Sustained Dialogue's annual Inclusive Leadership Workshop!

Saturday February 1, 9am – 5pm, Campus Center Room 101

Come to the workshop to:

- Learn tools and skills to effectively navigate identity differences on campus, like active listening, asking strong questions, and inclusive language;
- Practice using dialogue to talk about the things that really matter to you;
- Learn how to use dialogue, not debate, during tough moments of disagreement;
- Become a more empathetic and effective leader;
- Learn about the SD program on campus and how SD skills can help you in your role.

Registration is open to everyone on campus – **students, faculty, staff, and administrators**. Lunch will be provided, and registration is free! Spaces are limited, so reserve yours now at www.ourwebsite.org.

INCLUSIVE LEADERSHIP AND MODERATOR WORKSHOP:

Interested in Sustained Dialogue, diversity, leadership, and conflict resolution? Register now for **Lion** Sustained Dialogue's annual **Inclusive Leadership Workshop!**

Saturday **February 1, 9am – 5pm, Campus Center Room 101**

Come to the workshop to:

- Learn tools and skills to effectively navigate identity differences on campus, like active listening, asking strong questions, and inclusive language;
- Practice using dialogue to talk about the things that really matter to you;
- Learn how to use dialogue, not debate, during tough moments of disagreement;
- Become a more empathetic and effective leader;
- Learn about the SD program on campus and how SD skills can help you in your role.

Registration is open to everyone on campus – **students, faculty, staff, and administrators**. Lunch will be provided, and registration is free! Spaces are limited, so reserve yours now at www.ourwebsite.org.

Want to be a Sustained Dialogue moderator next semester? Come back for Day 2!

SD Moderator Workshop, Sunday February 2, 9am – 5pm, Campus Center Room 101

A second day of training after the Inclusive Leadership Workshop. **Attending both means you will be fully certified as a Sustained Dialogue Moderator.**

Come back for Day 2 to:

- Gain moderating skills for use in (and out of) the dialogue circle;
- Learn how to take a group from dialogue to action;
- Learn how to transform campus conflicts by working on relationships;
- Brainstorm with others to solve real problems in diversity and inclusion;
- Learn strategies for equitable facilitation.

Registration is open to everyone on campus – **students, faculty, staff, and administrators** – who want to commit to moderating SD groups next **semester**. Lunch will be provided, and registration is free! Spaces are limited, so reserve yours now at www.ourwebsite.org.

SAMPLE FLYER: INCLUSIVE LEADERSHIP WORKSHOP ONLY

LION SUSTAINED DIALOGUE

Interested in Sustained Dialogue, diversity, leadership, and conflict resolution?

Sustained Dialogue (SD) is a student run program on campus that works to create community change by building powerful relationships across differences.

Our SD program runs dialogue groups, which meet weekly all semester.

Participating in these groups means you will:

1. Learn how to dialogue in tough conversations or moments of disagreement – rather than debate, argue, or disengage;
2. Learn more about your own identities and the identities of your peers;
3. Learn leadership skills that will help you in your future career;
4. Develop empathy for others in our community;
5. Learn how to resolve conflicts with a diverse group through building and repairing relationships;
6. Become more connected and invested in our campus community.

Participation is open to **anyone** on campus who can commit to coming to every weekly meeting – **students, faculty, staff, and administrators**. To register for a dialogue group, visit www.ourwebsite.org.

Want to Learn More?

Register now for **Lion Sustained Dialogue's annual Inclusive Leadership Workshop!**

Saturday February 1, 9am – 5pm, Campus Center #101

Come to the workshop to:

- Learn tools and skills to effectively navigate identity differences on campus;
- Practice using dialogue to talk about the things that really matter to you;
- Learn how to use dialogue, not debate, during tough moments of disagreement;
- Become a more empathetic and effective leader;
- Learn about the SD program on campus and how SD skills can help you in your role.

LOGO HERE

Registration is open to everyone on campus – **students, faculty, staff, & administrators**.

Lunch will be provided, and registration is free!

Spaces are limited, so reserve yours now at www.ourwebsite.org.

SAMPLE FLYER: INCLUSIVE LEADERSHIP AND MODERATOR WORKSHOP

LION SUSTAINED DIALOGUE

Interested in Sustained Dialogue, diversity, leadership, and conflict resolution?

Register now for **Lion Sustained Dialogue's annual Inclusive Leadership Workshop!**

Saturday February 1, 9am – 5pm, Campus Center #101

Come to the workshop to:

- Learn tools and skills to effectively navigate identity differences on campus;
- Practice using dialogue to talk about the things that really matter to you;
- Learn how to use dialogue, not debate, during tough moments of disagreement;
- Become a more empathetic and effective leader;
- Learn about the SD program on campus and how SD skills can help you in your role.

LOGO HERE

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Want to be a Sustained Dialogue moderator next semester?

Come back for Day 2: SD Moderator Workshop!

Sunday February 2, 9am – 5pm, Campus Center #101

A second day of training after the Inclusive Leadership Workshop. Attending both means you will be fully certified as a Sustained Dialogue Moderator.

Come back for Day 2 to:

- Gain moderating skills for use in (and out of) the dialogue circle;
- Learn how to take a group from dialogue to action;
- Learn how to transform campus conflicts by working on relationships;
- Brainstorm with others to solve real problems in diversity & inclusion;
- Learn strategies for equitable facilitation.

Day 2 is only for those who want to commit to moderating SD groups next semester.

Registration is open to everyone on campus – **students, faculty, staff, & administrators.**

Lunch will be provided, and registration is free!

Spaces are limited, so reserve yours now at **www.ourwebsite.org**.