

To facilitate the Cultural Competence Workshop, you do not need to be a diversity and inclusion expert. A great facilitator brings people together, creates an environment where a team can develop a vision or common goal, and helps steer the group toward achieving that goal. The facilitator of the workshop is not necessarily meant to be a leader and does not need to have all of the answers. It is important that the facilitator stays neutral, treats participants equally, and listens intently and fully to understand participants rather than push the group toward any particular direction. Watch [this facilitation skills video](#) from Active Presence and read this [Mind Tools article on the role of a facilitator](#) to learn more about facilitation best practices.

Your Project Team will be made up of people representing different organizations, each with varying levels of cultural competence. Each team member will have a different perspective and experience. Your role as facilitator is to help bridge the gap between team members and moderate discussions to set goals that the group will move forward with together. Team members will need to share about their organization's relationship with cultural competence in order to create a common vocabulary and understanding so that the Project Team can move forward together.

While you do not need to be an inclusion expert, we recommend that you become familiar with Project Implicit by reading the [Education page's four tabbed sections](#) (Overview, About IAT, Ethical Considerations, Frequently Asked Questions). These sections explain the assessments and answer common questions that team members may ask when discussing the results of their self-assessments. You should also read [about the Georgetown University National Center for Cultural Competence](#) where the other checklist assessments are adapted from.

Two weeks before the workshop, you will need to send the self-assessment to team members. A week before the workshop, you will need to send a reminder to complete the self-assessments.

At the beginning of the workshop, you should lay ground rules about respect, listening, and self-care. Some of these conversations may be triggering for people. Team members do not need to share if they do not want to; they should be encouraged to come and leave the room as needed. It may be helpful to have a box of tissues in the room.

While running the meeting, you can refer to the [Facilitator Guiding Questions](#) found on the [Ensuring Inclusiveness](#) page.

Timing	Action
2 weeks before meeting	Send team members: <ul style="list-style-type: none"> • Implicit Association Tests • Professional Practice Self-Assessment for Personnel Ask team members to print off a copy of their organization's mission statement (if one exists)
1 week before meeting	Send team members a reminder to take assessments
1-2 days before meeting	Remind participants to bring their completed assessments to meeting (optional), their organization's mission statement (if one exists) or any notes they'd like to have Print off enough copies of the Organizational Assessment for team member to complete during the workshop. Print off the Facilitator Guiding Questions handout.
Hold the meeting	Visit section 2 of the Ensuring Inclusiveness page

ADDITIONAL RESOURCES

Michigan State University has two helpful articles about [how to be an effective facilitator](#) and [techniques of successful facilitation](#).

Dr. Kathy Obear's article, "[How Facilitators Can Infuse Diversity and Inclusion into Everything We Do](#)," describes steps the facilitator can take to encourage rich discussion from all participants.