



A Journey Into Change: An Unconscious Bias Workshop

Preparing for the Workshop

Please be sure to work closely with your chapter's CFA professional staff and the Council for Affirmative action contacts as you prepare for the workshop.

- ✓ Get the support of your chapter's executive board to host and fund the workshop on campus for no more than 20 participants. Chapters should be prepared to support the travel cost of presenters, provide copies of materials needed for the workshop and refreshments/meals for workshop attendees.
- ✓ Check with the Council for Affirmative Action (CAA) Chair Cecil Canton (ccanton@calfac.org) and professional staff Audrena Redmond (aredmond@calfac.org) for available workshop dates.
- ✓ Identify partners from the university community, like the staff unions and the Equity & Diversity Office of the University, who will help host and fund the workshop. With them you should determine the invitation list, date, time and location.
- ✓ Confirm the CAA presenters and provide them with the workshop date, time and location, as well as the particulars about the closest airport, driving and parking directions. If possible, arrange parking for them.
- ✓ Reserve a room for one hour before and one hour after the workshop. The room should comfortably accommodate the number of invitees at round tables of four (4) to six (6) participants. And make sure the room has audio/visual equipment for showing a power point presentation and videos.
- ✓ Create a potential participant invitation list. Our recommendation:
 - For faculty – Chapter leaders and activist, Department chairs, Department/ College/University Personnel Committee members, recruitment committees, academic senators (particularly those serving on the faculty policy committee)
 - For staff - Local union executive boards

- For administrators - Deans, Associate Deans, Resource Managers, Associate Vice Presidents of Faculty Affairs, Provost, and Human Resources/Diversity Officers
- ✓ Send the sample invitation at least a month or more in advance to minimize scheduling conflicts.
- ✓ One week after the written invitation has been sent follow up with phone calls to each of the invitees. Your chapter field staff can help you with this work.
- ✓ Keep an rsvp list so you can:
 - Follow up before the workshop to confirm that participants have taken the Implicit Associations Test (IAT).
 - Organize participants into groups so that each group is diverse in terms of departments, faculty, staff and administrator combinations
 - Create your confirmed list for the registration table

The Week Before

- ✓ CAA staff will send you via email the workshop materials your chapter will need to print.
- ✓ Be sure to send an email reminder and phone call those who rsvp'd to confirm their participation. **Remind them to take four Implicit Associations Test (IAT) and bring copies of their results for registration on the day of the workshop** (gender, race and two of their choosing). Your chapter office and/or field staff can help with this.
- ✓ **Invitees must have taken the IATs in order to participate in the workshop.**
- ✓ Contact the workshop facilitators to confirm their arrival details and discuss with them the demographics of the rsvp list.
- ✓ Confirm the refreshment/meal arrangements per the number of participants.
- ✓ Finalize the role of your Chapter President, CAA Representative and co-sponsor(s) for the agenda.
- ✓ Prepare the printed materials packets.
- ✓ Double check and finalize the table seating arrangements.
- ✓ Print the sign in sheets.

The Day of the Workshop

- ✓ The host team should arrive at least one hour early to prepare the registration table, check the room set up, audio/visual equipment and refreshment/meal arrival.
- ✓ Bring a flip chart (if the room doesn't have a white board), dry erase markers, name tags and ink pens.
- ✓ Be sure to verify at the registration desk that participants took IAT test beforehand with a check off on your rsvp list. Have a lap top open to <https://implicit.harvard.edu/implicit/takeatest.html> so that any arriving participants who haven't taken a test can do so before the workshop. The IAT test are required.
- ✓ For those who arrive early hand them a post it note to write down their definition of unconscious bias for posting in the room in an area designated by the workshop facilitators. (optional)
- ✓ Collect copies of participant's action plans and use the stamped envelope included with the workshop materials to mail them to Audrena Redmond at the CFA Sacramento office. Or use the turboscan application for smartphones to take photos of the action plans and email them to aredmond@calfac.org.
- ✓ Be sure to collect all evaluations and return them to Audrena Redmond using the stamped envelope or via email scan to aredmond@calfac.org.

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