



FIRST For All - Workshop #1

Breakout Room Facilitator Guide

To help you facilitate the breakout rooms during the *FIRST For All* workshops, we are providing an outline that you can use to encourage connection and engagement. Please consider this a loose guide to support you. *Feel free to go “off-script” if your group is naturally engaging and providing everyone an opportunity to share.*

Workshop Topic:

PURPOSE OF THE BREAKOUT ROOM

The intent of this exercise is to encourage students to (1) share best practices and their ideas on how to incorporate these learnings into their teams and communities (2) get to know each other. Our goal is to impart knowledge AND foster inclusivity, community and friendships.

DETAILS

Time in Breakout Rooms: 15 minutes

Participants: 4-5 students in a breakout room (plus you)

SAMPLE OUTLINE

1. Welcome Everyone and Introduce Yourself - *1 min*
2. Quick round robin intros: Ask everyone to share their name, team number, role on the team, how many years in *FIRST*. - *3 min*
3. Give every student a chance to answer at least 1 of the questions.
4. Ask students to sum up with one takeaway OR aha moment for the group. Facilitators will write the summary in the chat when they are back in the main room. *The compiled list of takeaways will be sent out to all participants via a follow-up email.* - *1-2 min*

POSSIBLE QUESTIONS:

1. Can you recall an instance where **gender bias may have influenced an action or decision** made by you or your team?
2. Are there specific areas where we should **check for gender biases**?
3. **What steps can we take** to ensure that everyone feels included and treated fairly?

TIPS

- Please work to ensure that everyone has a chance to participate in the discussion. If one student is dominating the conversation, try to redirect and allow for other students to speak.
- Have someone be the timekeeper. *Alert when 10 min has passed. Alert when 2 minutes are left.*