



FACILITATOR GUIDE

Belong California Toolbox Talks are microlearnings designed for group discussion on various topics related to DE&I and belonging at work. They can be implemented within a field office, department or company-wide. The material does not have to be facilitated by a “training expert” but can instead be taught by a variety of people within your organization.

Before you begin, here are a few questions you can ask yourself:

- *Who else do you have on your team to execute these Toolbox Talks?*
- *Can you engage HR or others who currently operate your training or development programs at your organization?*
- *Are there people resources and social capital that you could leverage to ensure the highest quality experience possible?*
- *Have you engaged your leadership team? If not, what does it look like for you to loop them in?*

Once you have gathered your resources and evaluated the tools available to you within your company, then we encourage you to proceed.

Be Intentional

Each Toolbox Talk consists of three to four interconnected components called “Toolbox Talk.” Each part should take at least 30 minutes to complete. The goal is to engage with the material in a way that works for your environment and the people working alongside you. The versatility of these resources comes into play when deciding how to deliver that information.

Most successful initiatives are a marathon and not a sprint, so do take your time mapping out a roadmap for each Toolbox Talk that works for your organization. These were designed to be able to accommodate many company sizes and programs. Therefore, it is best to consider what the best way to incorporate the content will be before you start.

Belong California “Empower” Facilitator Training

To assist companies in implementing the resources provided, Belong California has developed a training program to “Empower” your selected facilitator to deliver the Toolbox Talk content. This program will cover how to facilitate conversations and best practices and provide space to practice navigating these topics.



These sessions are offered quarterly in a virtual environment. Participants will also build a network of other construction professionals championing this work at their organization.

To learn more about our next session, please contact info@belongcalifornia.com.

Resources

In the meantime, we have curated some additional resources outlining facilitator best practices and advice for how to facilitate training for your organization. You can find a list of those resources here:

- [“The Role of a Facilitator” by Mind Tools](#)
- [“Keys to Improving the Effectiveness of Training” by SHRM](#)
- [“Level-up Your Delivery Game: 10 Training Facilitation Skills To Master, Part 2” by Training Industry](#)
- [“Facilitation tools for meetings and workshops” by Seeds For Change](#)

