



## Program Sample Agenda

### Using the How to Be an Ally Toolkit

The sample agendas serve as guides for developing your own program using the tools offered by the Ally Toolkit. The agendas are intended to be a starting point rather than a prescription for how LGBT Ally training might run.

#### **Suggested Personalization:**

- Act out the scenarios in the proposed agendas.
- Restructure the format by including a live panel or a consultant to reflect on what people have learned from LGBT Ally training. For a list of potential speakers, see the Ally Toolkit Speaker's Bureau available on [ambar.org/ally](http://ambar.org/ally).
- Explore different methods of learning. For example, you might encourage your small groups to write down some of their key takeaways from their group discussion on large pieces of paper and post around the room. This way, visual learners can absorb more about what other groups discuss.
- Encourage participants to take the implicit bias and LGBT terminology tests at the beginning of the event or before the event to save time. Note, the Ally PowerPoint is meant to facilitate the entire training/program.

#### **Sample Agenda Presentation and Discussion of Two Scenarios (Running Time = 3:00 hours)**

1. Presentation on Ally Training and Icebreaker
  - a. Including:
    - Discussion on LGBT terminology
    - Review of Do's and Don'ts
2. Discussion of Implicit Bias
  - a. Take the Implicit Bias test on Sexual Orientation The test is online and requires an internet connection so training organizers will need to account for this.
    - <https://implicit.harvard.edu/implicit/education.html>
  - b. View LGBT Implicit Bias Webinar, or
  - c. Produce a live presentation on LGBT implicit Bias
    - Speaker Suggestions can be found at [ambar.org/ally](http://ambar.org/ally)



2. Presentation of Scenarios
  - a. Break into small groups and assign 2 scenarios to each to review
  - b. Among small groups, talk about discussion questions.
  - c. As a large group present on each scenario.
3. Discuss best practices Guide
4. Ask participants to set individual goals. Examples could include sending an email six months after training to ask participants to reflect on their progress or participants can write down their goals and give them to trainer/diversity partner who can keep a copy and provide a copy to participants and then check in down the line.
5. Close Program

### **Leveraging Your Content – and Spreading the Word about Your Good Work**

- Appoint scribes charged with taking detailed notes of your Ally training. Use the scribe's notes to create a follow-up article to be published. For example, feature in a member publication/periodical or blog about the event. If such an article is produced, circulate it widely to employees, executive staff, and interested parties and post it on the company/firm's website, with appropriate metatags so that it is picked up by search engines and increases web traffic.
- Distribute news of the program and follow-up report or article in social media.
- Consider taping all or part of the program to create podcasts and post online.

The ABA Commission on Sexual Orientation and Gender Identity would appreciate receiving a copy of any such articles and a summary of your comments about the Toolkit. We are also happy to answer your questions and include your alternative agendas on our website. If you have questions or ideas about other ways to present the Ally Toolkit Program, please email Tina Guedea at: [Tina.Guedea@americanbar.org](mailto:Tina.Guedea@americanbar.org)