

[**BIAS INTERRUPTERS**] *small steps big change*

Key Talking Points: Roll-Out Meeting

After you've determined the results of the Manager Assignment Worksheet and understand that there is inequity in how your managers assign their glamour work, gather relevant managers to introduce the Bias Interrupters initiative to address that inequity. Here are key talking points for you to include for the meeting.

1. Introduce the Bias Interrupters initiative and explain why interrupting bias in assignments is important, not only for the people who are currently missing out on glamour work but also for the organization as a whole.
2. Communicate the results of the Manager Assignment Worksheet and the Office Housework Survey on a need-to-know basis. Communicate the general results, i.e. that there is an inequity in your assignment systems. Be careful to communicate specific results, i.e. problems with individual managers, to avoid the risk of retaliation.
3. Identify a tangible goal that managers can work towards. Develop some metrics that will help you and your managers know whether you are approaching that goal.
4. Implement accountability measures for your managers to ensure that they work towards their goals.
5. Using the list of bias interrupters, discuss with your managers which are feasible and which aren't. Identify a tentative plan for implementing the bias interrupters with your managers' buy-in.
6. Give managers and opportunity to express any concerns they might have.
7. Give clear guidance to managers on how they should communicate the initiative to the people they supervise.