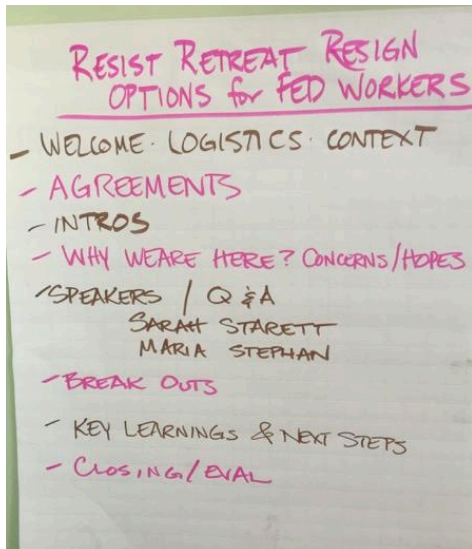


Format: A 2-3 hour session with two guest speakers; lecture, discussion, action planning



Room set-up:

- A big circle of chairs or a couple of concentric U shapes are preferable so people can see each other.
- If you have lots of tables, you could pre-organize round tables by agency or group of agencies

Objectives (write these up on a big piece of paper/board at front of room): for federal employees to

- know their rights to dissent and organize in the workplace
- know their rights as a private citizen
- strategize about how to build solidarities in the workplace
- build a local network across agencies

Who to invite for speakers:

- A lawyer or union leader to speak on federal employee rights
- An organizer or activist to speak on strategy and tactics
- Ask your speakers how they want to be identified; if they are federal employees themselves, they probably will not want their agency named
- NOTE: We strongly recommend that you include activists/organizers on your panel. Often lawyers on their own will focus on limitations that can be off-putting and result in a less than empowering session.

Materials needed:

- Registration sign-in sheets, clipboards, pens, name tags (first names only)
- Note cards or small sheets of paper, pens (the papers might say “my concern or hope is...” and a second set say “I intend to _____ in the next week and _____ in the next month” or you can give out blank paper with just verbal instructions)
- White board or flip chart and large markers

Options to consider:

- Group agreements: this is a brief exercise to establish the norms of the group and consent to any ground rules. For this workshop, some sort of confidentiality agreement should be included, as well as norms about respect. Here is some suggested language:
 - Ask everyone to speak for themselves, as they are and think today, not for others
 - “What’s learned in the room can leave with you, but what is said in the room stays in the room.”
 - More ideas are at the bottom of this document
- Pre-registration - if possible, have names, emails and mobile phones in case of changes due to weather, etc. Keep the list secure, though.
- Infiltration: keep in mind that it is possible that some of the people in the room are not there with good intent. They may be interested in inciting people to more radical actions than they are comfortable with, they may be planning a long-term infiltration with a particular group, or they may just be reporting back to someone who is opposed to what we are doing. The facilitator doesn’t need to do anything about this because everything in this workshop is legal, nonviolent, and in the open. However, it might be good to remind the whole group that
 - public gatherings like this workshop are not a good place for specific planning or discussion of high risk actions and
 - suggest that when people are talking about particular situations relating to themselves, that they phrase their question or suggestion hypothetically, “if someone were considering doing X, what would the issues be?”
- Suggest a place for people to go afterwards for coffee or drinks in case they want to continue the

conversations.

Set-up (3 people recommended):

- Configure the chairs, designate a place for people to put coats
- Write up on the board/post large papers with the workshop objectives, the top-line agenda items, the draft “group agreements,” and the overview of the action planning exercise
- Have 2 greeters at the door to offer optional name tags - first names only. If you have done a pre-registration, each greeter can have the registration list on a clipboard, organized alphabetically by first name. Just check off people as they come in and if unregistered people show up, assign them a number in case there is room for them.
- If you are taking optional donations for space rental, etc., have a basket or jar set up by the door labeled “donations”
- Pre-print the agency names/groupings in a large font and, based on the number in each group, figure out where in the room they will meet. Recommended groupings: security, intelligence and international affairs; health and science; regulatory, tax, and congressional; environment, agriculture, and parks; justice; other.
- Pre-print the snowball and action planning papers (optional) or ask people to bring pen and paper to the event

Draft agenda:

- Facilitator/team introduces themselves, discusses logistics (toilets, e.g.) and reviews the agenda (2 minutes)
- Group agreements (2 minutes): the facilitator gives any caveats about trust and safety issues (without going into issues about infiltration) and lays out the proposed ground rules (first names only unless you want to share, what’s said in the room stays in the room unless you say otherwise, any members of the press must identify themselves) and then asks for other rules or group norms that people want and writes them on the board. Then the facilitator asks everyone who consents to these rules to raise their hand, anyone who does not consent to raise their hand. If someone does not consent, ask what changes to the rules would help them consent, or negotiate a no-judgement exit for the person.
- Depending on the size of the group:
 - Introductions (name, agency, experience with activism) (5 minutes) OR
 - For a large group, ask folks to share name, agency and experience with activism with two of their neighbors
- Airing of concerns (10 minutes)
 - Snowball exercise: facilitator hands out paper and makes sure folks have pens, then asks everyone to anonymously write down one concern/hope about what is going to happen in their workplace. Then ask them to crumple them and have a “snowball” fight - keep it going for 30 seconds so the snowballs get shuffled. Then everyone picks one snowball out and reads it aloud while a facilitator scribes the main categories of hopes/concerns on a paper at the front.
- Speakers and discussion (45-60 minutes)
 - Speaker 1 on legal right of federal employees (10-12 minutes), q&a (5 minutes)
 - Speaker 2 on activist tactics and organizing (10-12 minutes), q&a (5 minutes)
 - Open discussion (15-20 minutes) - take 2-3 questions at a time
- Overview of the action planning (bolded parts also written on board/paper):
 - 1) each group should **decide on a moderator and reporter** (someone to report back to the large group at the end)

2) the small group will **brainstorm ideas for further action**. Ideas to consider: do you want to exchange email addresses and form an ongoing support group? Do you want to pick accountability buddies to follow up with on your actions? (10-15 minutes)

3) each individual - **write down actions you intend to take** - one in the next week and one they intend to take in the next month that will address their hope or fear - they don't have to share it. For example, one action in the next week could be to organize lunch outside the office with like-minded colleagues. One action in the next month could be for you and your colleagues to draft a statement of principles that you collectively agree to abide by in a worst case scenario (2-3 minutes)

4) we will **share back with the larger group** some of your great action ideas (10-15 minutes)

- Wrap-up and next steps for group, if any (5 minutes)
 - Announcements/handouts
 - Ask: What next steps would you like the group or the organizers to take, if any?
 - Closing: Popcorn one word take-away (people spontaneously call out one word that describes how they feel now or what they are taking with them from the workshop)

OPTIONAL LANGUAGE FOR GROUP AGREEMENTS:

1. Assume good intent from other speakers but attend to the impact of our words on each other
2. Move up (speak if you're quiet), move back (if you're vocal, use W.A.I.T. - ask yourself, Why Am I Talking?)
3. Respect & listen to each other: one person, one mic; be on time.
4. No hate speech, bigotry, or oppressive behavior
5. Use appropriate language (family friendly, polite)
6. Embrace the work & the journey. We are not going to figure it all out immediately.
7. (Especially with 100+ groups) Use hand signals, ASL clap/twinkle fingers for agreement, Slow down motion; Volume motion.
8. For confidentiality, if needed: What is learned here, can leave here. What is said here, stays here (a variation of Chatham House rules).

RESIST RETREAT RESIGN OPTIONS for FED WORKERS

- WELCOME · LOGISTICS · CONTEXT
- AGREEMENTS
- INTROS
- WHY WE ARE HERE? CONCERNS/HOPES
- SPEAKERS / Q & A
SARAH STARETT
MARIA STEPHAN
- BREAK OUTS
- KEY LEARNINGS & NEXT STEPS
- CLOSING/EVAL

- GO ROUND - WHO'S IN
GROUP?

- BRAINSTORM IDEAS
FOR FUTURE ACTIONS

- INTENTIONS &
MOVING FORWARD

- SUPPORT QUESTIONS

BELOW is a table version of the agenda above! (It's what I find useful as a facilitator, take it or leave, adjust as needed!)

Time	Content	Notes/Materials
15 min (includes late start)	Welcome, Logistics, Intro Facilitator, Context for Workshop Topic, Agenda Review, Scope of workshop	Scribed Agenda Announcement sheet on wall Objectives posted
5 min	Group Agreements	Scribed Agreements
5 min	Intros (go round or meet your neighbor)	
10 min	Concerns & Hopes: Snowball exercise	paper, pens Flip chart to capture statements
10-12	Speaker 1	
5-8	Q and A	Flip Chart
10-12	Speaker 2	
5-8	Q and A	
10 min	Other Q and A	
15-30	Break outs (small groups by Agency?) <ul style="list-style-type: none"> • Intro go-rounds • Next steps/Action planning brainstorming: • Writing down intentions: • Point people for follow up? 	Flip charts/markers
5--10	Back in Big Group: Share key learnings, action steps, any point people	
5 min	Wrap-up and next steps for group, if any (5 minutes)	Flip Charts
5 min	Closing/ eval: Popcorn one word take-away	

One hope or concern that brought me here today:

One hope or concern that brought me here today:

One hope or concern that brought me here today:

In the next week, I intend to:

In the next month, I intend to:

In the next week, I intend to:

In the next month, I intend to:

IT/

Communi
cations

Science/

health/

research

Legal

Reorg/

cuts

Complian
ce

Foreign policy

State

USAID

Justice

NIH,NSF

NOAA

FDA

EPA

HHS

Labor,
etc.

USDA,
Commerce

Interior,
etc.

Treasury,

Fed,

GAO

LOC,

NEA