

Conversation Checklist

This brief conversation tool is for your community to use as a helpful checklist when facilitating conversations related to themes of anti-racism, anti-oppression and decolonization.

Before Conversation

Elements to consider before the conversation.

Considerations For Participants	Considerations For Facilitator(s)	Considerations For Everyone
State of readiness: Are participants prepared to have the conversation? Why should your group, organization, team have the conversation?	Remember! Facilitator(s) are sharing from their lived experience and are they being compensated? Do your homework and be aware of the emotional labour that is required to facilitate.	Reflect on the space, is it accessible, temperature comfortable, audio, what is within your control?
Reflect on who's currently not there, are there specific invites you should make.. To allow for more experience in the conversation.	How can you support the expectations of the Facilitator(s). Understand their needs to hold the conversation and adjust accordingly.	What roles are required beyond facilitator and host? A warm welcomer, notetaker, Social workers, Elder, Translators, or other trained support persons available?
Get a sense of who is participating, (Look at attendee list) are there participants that you should accommodate for?	Get consent from Facilitator on any printed marketing about the conversation.	Identify a process to address negative, insensitive, racist comments. In the moment!



During Conversation

Elements to consider during the conversation.

Considerations For Participants	Considerations For Facilitators	Considerations For Everyone
Develop an 'accountability spaces guidelines'.	Are there 'Safe' words or processes in place so the Facilitator can feel comfortable and safe to conduct the conversation?	Allow for breaks and adequate time for conversation, this allows for more learning. Silence is okay!
Reflect on the facilitation process, Q&A, small discussions, lecture?	Ensure to have a bystander (a different person from the Facilitator) to support the conversation.	Is it another space that participants can leave and have a quiet space
Reflect on possible power dynamics, attendance list, the venue and how that will shape the conversation.	Frequent check-ins with Facilitator to identify what they need. Be transparent and responsive as possible.	Identify a process to address negative, insensitive, racist comments. In the moment!

After Conversation

Elements to consider after the conversation.

Evaluation and emphasis participant experience rather than just facilitator performance.	Debrief / follow up session with Facilitator(s).	Share additional resources, notes, learnings, etc
Do any participants require check-in and support?		Any calls to action that need to be addressed? How will the community move forward after the conversation?

Developed by the Anti-Racism And Decolonization Learning & Action Team