HOW TO GUIDE:
EMPLOYEE RESOURCE GROUPS (ERGS)

Get Approval: *Share the potential value and goals of ERGs with your leadership team.*

Get Prepared: *Gather the tools you need to implement ERGs by attending facilitation training and conducting research on how to effectively convene and support ERGs.*

Get Started: *Roll out ERGs to all staff by sharing the goals for this work and encouraging staff to self-organize into their own identity groups.*

Establish norms and goals: *Once staff have self-organized, encourage each group to establish norms and outline goals for what they aim to accomplish or explore.*

Provide tools and resources: *Continuously share tools like agendas to support staff in their ERGs. Providing staff with tools also allows you to use ERGs to spark conversations on topics related to organizational needs.*

Reconvene all ERGs: *Continuously convene all ERGs to ensure that you have a shared understanding of the purpose and goals for ERGs and that insights are shared across groups. Try to convene all ERGs quarterly.*

Create feedback loops and continuous support: *Act as a sounding board for ERGs as they seek out resources like agendas, poems, or books to spark discussions, strengthen facilitation, etc. Create opportunities for staff to feel comfortable proposing new ERGs based on new needs that arise.*

Have fun and grow together: *The ultimate purpose of ERGs is to create space for staff to feel like the best version of themselves. At moments like retreats and holiday parties, give ERGs the opportunity to celebrate themselves and the diversity each one brings to the organization.*

Tools & Resources for ERGs

Living Cities: Checking In With Our Humanity:
https://www.livingcities.org/resources/354-resource-checking-in-with-our-humanity
This resources pulls together activities and check-ins to be used by employee resource groups or in meetings.

People Institute For Survival and Beyond Principles:
http://www.pisab.org/our-principles/#undoing-internalized
These are guiding principles we use across our work at Living Cities that can inform an approach to ERGs.

Race Caucusing in an Organizational Context: A POC's Experience:
https://www.compasspoint.org/blog/race-caucusing-organizational-context-poc%E2%80%99s-experience
In this blog on convening staff racial identity groups, Kad Smith from Compass Point shares what he learned from facilitating CompassPoint's People of Color Caucus and offers tips that others can replicate.

Caucus and Affinity Groups:
https://www.racialequitytools.org/act/strategies/caucus-affinity-groups
This website shares many racial equity tools but this page in particular shares resources for affinity/ employee resource groups, from what it takes to start one to resources that can help you make the case for employee resource groups at your organization.

Liberating Structures:
http://www.liberatingstructures.com/
This website offers creative ways to approach and design how people work together. It provides a menu of thirty-three Liberating Structures to replace or complement conventional practices.