

# LEAN IN BEIJING

## Circle Education Meeting / 圈子学习型会议

### Prepare / 准备工作:

Education meetings focus on learning new skills. We've found these meetings work best when one member takes the lead in finding resources (videos, articles, etc.) that teach these skills and sharing them with members before the meeting. During the meeting, members can come together to discuss the skill, practice it and learn from each other.

学习型会议的重点是学习新的技能。学习型会议需要由一名成员带头寻找有价值的资料（例如视频、文章等），并在会前与其他成员分享。会议当天，成员们一起讨论这些新的技能，彼此间互相练习和学习。

### **1) Setting the Topic / 确定学习的话题与资料**

One Circle member ("education meeting leader") finds a video, short article(s), or a training program and shares with the other members at least a week ahead of the Education meeting. Members can also use the videos and discussion guides available from LeanIn.Org: <http://leanin.org/education/?catid=12>. Before the meeting, all Circle members watch the short video, read the articles, or participate in the training the "education meeting leader" has shared.

圈子中的一名成员将作为学习型会议的领导者，寻找可供学习的资料（例如视频、文章等），并至少在会前一周与其他成员分享。学习资料可以是但不限于LeanIn.Org上推荐的视频和讨论向导。<http://leanin.org/education/?catid=12>。会议前，所有成员应该看过被推荐的视频、文章，或尝试过被推荐的训练。

### **2) All members think about their answers to the following questions:**

所有成员事先思考以下问题的答案：

The best thing that happened in the last month personally/professionally is: \_\_\_\_\_

\_\_\_\_\_

The worst thing that's happened in the last month personally/professionally: \_\_\_\_\_

\_\_\_\_\_

The biggest problem I'm facing now is: \_\_\_\_\_

What I'm most looking forward to is: \_\_\_\_\_

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上个月个人生活/工作中发生的最好的事: \_\_\_\_\_

上个月个人生活和工作中发生的最糟的事: \_\_\_\_\_

目前面临的最大问题: \_\_\_\_\_

现在最期待的是: \_\_\_\_\_

## **Meeting Agenda / 会议议程:**

### **Objectives:**

- A) Check in with each other via member updates
- B) Learn together about a new skill, and learn from each other by sharing experiences
- C) Agree on next meeting time, place, and topic

### **目标:**

- A) 成员之间交流职场/生活中的新进展
- B) 共同学习一项新技能，分享彼此的经验
- C) 确定下次会议的时间、地点和话题

### **1) Choose a time-keeper / 选择计时人**

Choose 1 person to keep time. /由一位成员负责计时.

### **2) Member Updates / 成员近况分享 (2 minutes each / 每人2分钟)**

\*Remember: Circle meetings share an atmosphere of confidentiality and good communication!

- Each member shares about the best and worst things from the last month for her personally and/or professionally; problems; and/or exciting opportunities and events on the horizon.
- If members recently had an Education meeting, they may also want to share an update about their "One Action"-- how they applied the new skill in the last month.

\*请牢记：信息保密和良好沟通对于圈子的会议是至关重要的！

- 每位成员分享自己上个月生活或工作中最好和最糟的经历，令人激动的机会，或面临的选择、大事件等。
- 如果圈子刚举办学习型会议不久，也可分享最近一个月如何运用新习得技能的相关经验。

### **3) Group Learning: New Skill / 学习新的技能 (60 minutes /共60分钟)**

Skill discussion/summary / 讨论和总结: (10 minutes /10分钟)

The skill we're focusing on today is: \_\_\_\_\_

今天学习的技能是: \_\_\_\_\_

The key points from the video/readings/event are:

视频/文章/讨论的要点是:

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Personal inventory / 个人经历 (2 minutes per member/每人2分钟)

- How if at all have you used this skill previously?
- What are the challenges of using this skill? What about for women specifically?
- 你曾经用过今天谈到的技能吗，你是如何做的？
- 实践这些技能会面临哪些挑战，特别是针对女性的？

## Small groups exercise / 小组练习 (15 minutes /15分钟)

Think of a circumstance in your life, esp. in the future, when you might use this skill. With a partner or in a small group, practice using this skill in a role-play or other exercise.

设想一个生活中可能需要用到这些新技能的情境。与小组的成员搭档，来扮演不同的角色，练习这个技能。

## Planning Ahead- “One Action” / 预先计划：“一次行动” (2 minutes per member /每人2分钟)

In the next week, I plan to put this new skill to use by:

下一周，我打算怎样实践这项技能：

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## **4) Follow-Up / 为下次会议做准备 (5 minutes / 5分钟 )**

Set your next meeting date, time, and place / 确定下次会议日期,时间和地点:

Choose your next type of meeting and topic/theme / 确定下次会议形式和主题:

Assign responsibilities for next meeting (ex: education meeting leader; personal stories presenters, etc.)

为下次会议设定主要角色 (如: 学习型会议主持人; 探索型会议个人故事分享者等)