

# LEAN IN BEIJING

## Circle Kickoff / 圈子首次会议

### Prepare / 准备工作:

Welcome to Lean In! A Lean In Circle is a group of 6-10 peers who meet regularly to support each other, learn from each other, and share together in an atmosphere of confidentiality and trust. As a Circle member, you should expect to meet with your Circle at least once a month, commit to confidentiality, commit to good group communication and commit to active participation.

欢迎来到Lean In! Lean In圈子通常由6-10名女性组成, 成员至少每月会面一次, 在私密和信任的气氛中彼此支持、相互学习、共同分享。作为圈子的成员, 你和圈子的其他成员应该每月至少见面一次, 承诺对外保密, 承诺良好的沟通交流, 承诺主动积极的参与活动。

### **1) Watch Sheryl Sandberg's TED Talk / 看Sheryl Sandberg的TED视频:**

[http://v.163.com/movie/2011/7/5/A/M77989MRB\\_M779G7B5A.html](http://v.163.com/movie/2011/7/5/A/M77989MRB_M779G7B5A.html)

### **2) Think about your answers to the following questions / 想一想你对于以下问题的答案:**

List 1-2 personal goals: \_\_\_\_\_

List 1-2 professional goals: \_\_\_\_\_

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

What I hope to get out of being in a Circle is: \_\_\_\_\_

列出1-2个人目标: \_\_\_\_\_

列出1-2个职业目标: \_\_\_\_\_

目前你面临的最大困难是什么? \_\_\_\_\_

你希望从圈子中得到些什么? \_\_\_\_\_

### Meeting Agenda / 会议议程:

#### **Objectives:**

- A) Learn more about Lean In & how Circles work
- B) Get to know each other better
- C) Establish shared goals for your Circle
- D) Agree on how you'll run your Circle

#### **目标:**

- A) 了解Lean In和圈子的运作方式
- B) 圈子成员互相了解
- C) 为圈子确立一个共同目标
- D) 对于如何组织圈子达成共识

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

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

Choose 1 person to take notes of Circle goals & rules. 一位成员记录目标和规则

## 2) Introduce Members / 成员介绍 (2 minutes each / 每人2分钟)

Moderator self-introduction

主持人自我介绍

Members Introduction: each member shares her name, what she does, why she's here.

圈子成员自我介绍: 姓名、职业、为什么加入圈子。

## 3) Introduce Lean In Circles and Expectations / 介绍Lean In圈子理念和期望 (10 minutes / 10分钟)

What is a Circle: A Lean In Circle is a group of 6 to 10 peers who meet monthly to explore professional topics and exchange personal experiences in an atmosphere of confidentiality and trust. Our goal is that every time a Circle meets, members are learning together or from each other — many times, both will be true. Monthly Circle meetings reflect these dual priorities, alternating between Education and Exploration meetings. Education Meetings are focused on learning new skills. Exploration Meetings are designed so members can share real-life opportunities and challenges with each other, and ultimately learn from each other's diverse experiences.

圈子是什么: Lean In 圈子通常由6-10名女性组成，成员至少每月会面一次，设定个人和职业目标并鼓励支持彼此为之努力。圈子的目标是每次聚会中大家能够共同进步或相互学习。很多情况下这两个目标都能达成。Lean In圈子是女性共同探索和学习的场所。圈子会议有“学习”和“探索”两种形式，往往轮流举行。在“学习”主题的会议上，成员将共同学习一项技能或强化已有的技能。以“探索”为主题的会议则鼓励求圈子成员分享生活中的机遇和挑战，并从彼此的生活阅历中汲取营养和勇气。

Circle Expectations: As a Circle, we commit to confidentiality, good communication and active participation. Confidentiality means that anything shared by members during a meeting isn't discussed outside the Circle. The goal of a Lean In Circle is to create a safe environment to learn and grow together. We also agree to good group communication. We want to listen beyond the words to hear the feelings, accept Circle members and topical discussions without judgment, and ask thought-provoking questions. We agree to share experiences, but not opinions or advice. We also promise no cell phones, text messages or other distractions during our Circle meetings. Finally, we agree to meet at least once a month. The more we participate, the more we'll get out of our Circle.

圈子的期望:圈子成员承诺对外保密，承诺良好沟通，承诺积极参与。对外保密意味着所有在内部共享的信息不可对外泄露，因为Lean In 圈子的目标之一就是提供一个安全私密的环境让成员共同学习和成长。我们期待良好的圈内交流，鼓励表达内心的真实感受，问出引人思考的问题，大家可以畅所欲言而不必担心会有非议。我们承诺分享经验而非意见或建议。我们在圈子聚会时不使用手机、短信或其它可能干扰讨论的设备。最后，我们同意每月至少聚会一次。对圈子活动参与得越多越深入，每个人得到的就越多。

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## 4) Sharing Goals and Biggest Problem / 分享目标和困境 (2-3 minutes each / 每人2-3分钟)

Each member shares:

One specific problem that she is facing that prompted her to join this group.

One specific personal and/or professional goal.

每位圈子成员分享:

目前生活中遇到的什么困难使你加入这个圈子

一个具体的人生/职业目标

## 5) Setting Shared Circle Goals / 确立共享的圈子使命 (30 minutes / 30分钟)

Circles are meant to support their members achieve their individual goals; at the same time, they set and work towards shared goals. As a group, come up with 3-5 top collective goals that you hope to work towards together as a Circle.

圈子的存在是为了支持成员们实现个人目标，同时确立共同的使命并为之而努力。请确定3-5个集体的目标。

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

In order to support these goals, we agree to decided on additional rules and guidelines for our own small Circle:

为达成以上目标，我们允诺遵守以下圈子规则:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

## 6) 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:

\_\_\_\_\_

Exchange contact information and/or form a WeChat group. 交换成员联系方式及/或成立一个微信群.