Initiate your own Career Issues (CI) Group (05.08.18)

1) Identify and invite 12-15 like-minded individuals:
   Choose:
   a. Two-three people from across the strata of your group (junior to senior) that will serve as the leadership for the group. We have found that splitting the tasks prevents overload in maintaining the group.
      i. 1 person to schedule
      ii. a 2nd person to initiate the conversation at each meeting
      iii. the 3rd person to be backup/participate in group logistics/conversation
   b. Individuals that represent a cross section of your colleagues. This will provide the best opportunity for multi-tiered mentoring between junior and senior members
   c. About equal numbers of men, women, gender identity to gain diversity in viewpoints.
   d. People that will be committed to the effort, and are open to discussion and exploration outside their current understanding of topics.
2) Set a time and place to meet
   a. Doodle poll or similar to set a time that works for most of your group. You're unlikely to find a time that works for 100% of your group… strive for ~80%.
   b. It may take a few tries to find a time/date that works… don't be discouraged… this has been the case for the current CI groups and it gets better with time.
   c. We meet monthly for 1-1.5hrs, away from the work environment at a less formal location that sells beverages/snacks that has a meeting room.
   d. Each group will find it's best meeting time. Our groups have found that meeting at the end of the day allows everyone to relax a bit (beer, wine, don't have to get back to work)
3) Choose a topic your group is interested in, or feel free to choose one from our list.
   a. Email the topic and references to your group when a date is set. We have focused on 2-3 short articles/meeting. 1-2 referenced materials in combination with a piece from a reputable newspaper or magazine introducing the topic and current relevance.
4) Meet
   a. First meeting:
      i. During the first meeting you will begin to establish a safe and trusted environment conducive to sharing
      ii. Set ground rules by being transparent about the goals of the group.
         1. The group is meant to provide a safe and trusted environment to share and trouble shoot career-related challenges
         2. Emphasize that "what's said here stays here"
         3. Trust will take time to grow. The initial conversations will be surface oriented, but as time and trust takes hold, the conversations will grow in depth.
   b. At the first meeting choose a topic for the next meeting. One may arise during the conversation, or the lead(s) may choose one. It is also important to decide who will lead the next discussion topic. This encourages participation by all members and encourages ownership of the group/topic.
   c. Continue to meet monthly. It is important for the leaders to keep the momentum of scheduling meetings and picking topics.