

Discussion Group Facilitation Guide: EmpowHER

EisnerAmper and LumiQ are thrilled to provide a forum for you to activate or enhance your alliances by providing topics and a discussion guide.

To start, claim your 10 Free LumiQ credits by completing [this form](#). Once your account is activated, select the podcast you wish to discuss (Exposing Hidden Barriers That Women Face in the Workplace OR How to Identify and Overcome Your Imposter Syndrome), invite participants and work with LumiQ customer service to have your colleagues claim their 10 Free LumiQ credits. You may want to give your participants a week or two to claim their credits and listen to the podcast.

Sample invitation:

I recently participated in an event hosted by EisnerAmper called [EmpowHER](#) and it inspired me to intentionally expand my network, seek diverse perspectives and uncover hidden strengths. That's why I'm inviting you to a discussion on {topic}. It's super easy. First, accept this invitation, then you activate a free account on [LumiQ](#) a podcast platform with over 900 episodes – we each get 10 free credits – listen to the podcast before {date} while you are {commuting, doing household chores, walking the dog, etc.}, attend the discussion, meet new people and uncover your hidden strengths! {optional: I'll provide the {lunch, snacks, drinks}. I hope you join us – it's sure to be an engaging conversation.

Objective

- ✓ **Help participants to foster growth, connection, and leadership** among women in professional communities through learning & conversation. This discussion is aimed to provide valuable insights and inspiration to women across various groups within your company.
- ✓ **Foster an environment of reflection, openness, and respectful dialogue**, where individuals can share personal experiences, ideas, and strategies that support both personal and professional growth.
- ✓ **Best practice:** continue with the same groups for multiple sessions to help build internal company relationships from a female network within the company.

Step 1: Introduction (5 minutes or less)

1 Welcome Participants

- Greet the group and provide a brief introduction about the session's objectives.
- Share the purpose of the discussion: depending on the episode.

2 Set Group Norms

- Identify that they will be paired into small groups to discuss.
- Encourage openness and respectful sharing.
- Establish that this is a safe space for learning and self-reflection.

Step 2: Breakout Group Discussions (20 minutes)

Objective:

Foster focused conversations by assigning 1-2 questions to small groups.

Facilitator Instructions:

- ① Divide participants into groups of 4-6 (adjust for the number of participants).
- ② Assign one leader to read through the questions to the group. The focus here is not to systematically answer the questions but to allow for conversation about the topics as they present themselves. The questions are intended as a guide to get the group reflecting on the content.

Step 3: Group Share-Back (10 minutes)

Objective:

Share key insights from small group discussions.

Facilitator Instructions:

- ① Bring everyone back into the main group.
- ② Ask if a representative from each group if they would be willing to share a key takeaway from their discussions.

Step 4: Conclusion (5 mins)

1 Thank the Group

- Acknowledge the contributions of all participants and thank them for their openness.

2 Next Steps

- Suggest additional resources, such as related podcast episodes, articles, or feedback tools.
- Encourage participants to practice what they've learned in their daily interactions.
- Encourage participants to connect via internal platforms or professional networks like LinkedIn.