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## PRACTICAL PEACE SOLUTIONS SESSION ACTIVITY LEADER GUIDE

### *How to Respond to Unfair or Harmful Behavior at Work*

Version 12212025

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#### **Thank You for Accelerating Peace!**

Thank you for bringing a group together to learn better ways to solve real-life conflicts and get along with each other. You are helping others increase peace in their relationships and communities! We are grateful.

#### **Session Purpose**

You are presenting a practical peace solutions session titled *How to Respond to Unfair or Harmful Behavior at Work*.

This session is useful in everyday situations, such as:

- Responding to dismissive or biased remarks.
- Interrupting harmful jokes or comments.

- Addressing public call-outs or shaming.
- Stepping in as a bystander when harm occurs.

The purpose of this session is to help participants respond firmly and calmly to unfair or harmful behavior, reducing tension, protecting dignity, and inviting accountability and repair.

At the conclusion of the session, participants will be able to:

- Use practical strategies to interrupt harmful behavior without escalating conflict.
- Practice responding in realistic workplace scenarios.
- Increase confidence acting as a responder or bystander.

People who may find this session especially useful include:

- Employees navigating workplace power dynamics.
- Managers and team leads responsible for setting tone.
- Anyone who wants to reduce harm and increase belonging at work.

Now's your time to confirm that this is the subject you want to teach others. If yes, then continue reading. If no, you have options! We have other [practical peace solutions subjects](#), an [action planning activity](#), and a series of [essential peace skills trainings](#) that you could lead instead. Write us at [volunteering@peacethroughaction.org](mailto:volunteering@peacethroughaction.org) if you want to switch your activity.

## Activity Leader Guide Purpose

This guide gives instructions to activity leaders (that's you!) for presenting a practical peace solutions session.

This activity leader guide is a companion to our activity delivery worksheet and activity delivery guide. Those materials give instructions for preparing sessions. You will find the delivery worksheet and guide on the [Peace Accelerators Activity Leader Package webpage](#).

You will use both guides: the activity delivery worksheet and guide for setting up your session, and this activity leader guide for presenting your session.

## Presentation Materials

Our [Practical Peace Solutions webpage](#) and [Peace Accelerators Activity Leader Package webpage](#) have all the materials you will need or want to have available when leading your session.

To make preparation easier for you, we divide the materials into two categories: materials to print and materials with print and digital versions.

## Materials to Print

Please have printed copies of the following items available when leading this session:

- **Activity Leader Guide**—for leading your session. (*If you prefer to read the script from a device rather than a print copy, you may. We strongly recommend you have a print copy in case of technology or power failure.*) Print [one copy](#).

- **Activity Summary**—takeaway for participants; includes QR codes for the post-session survey, email sign-up, media consent, and other follow-up actions. Make enough copies for the estimated number of participants.
- **Session Sign-In Sheet**—for participants who wish to share their contact information. Print five or more copies.

## Materials with Print and Digital Versions

These materials support your leadership of the session and participant learning. You may print them if you want, or you may use the digital versions we provide. The digital versions are accessible by displaying content on a screen, summarizing content aloud, directing participants to scan QR codes, and/or sharing hyperlinks with participants.

Leader Materials – If you decide to print them, make one copy for you.

- **PowerPoint Presentation**—optional visual aid to help participants follow the session.
- Some sessions may have **Additional Leader Materials**. You will find out if your session has them when you go to the activity leader package webpage and see the session's resources.
- **Session Information Form**—for the leader to report how your session went.

Participant Materials—If you decide to print them, make enough copies for the estimated number of participants.

- Some sessions may have **Participant Materials**. You will find out if your session has them when you go to the activity leader package and see the session's resources.
- **Post-Session Survey**—measures effects of the session on participants.
- **Media Release Form**—collects participant consent to use names, images, and voices in publicity.
- **Do Something Information Webpages and Sheets** for activity leaders and participants on these subjects: Do Something about Harassment, Do Something about Incivility, and Do Something about Elitism and Privilege.
- **Choose Peace Practices Information Webpages and Sheets** for activity leaders and participants on these subjects: Choose De-Escalation, Choose Constructive Conflict Resolution, and Choose Upstander Intervention.

## After the Session

After your session concludes, please complete the following steps:

1. **Complete the Session Information Form** (within a few days)

This quick form helps Peace Through Action understand how the session went, how participants engaged, and what improvements may be helpful.



### Session Information Form

#### 2. Submit Collected Participant Materials (within a few days)

If you collected print copies of the post-session survey, session sign-in sheet, and/or media release form, please get them to us, by:

- Sending them by U.S. mail to Peace Through Action USA, PO Box 73466, Washington DC 20056-3466.
- Sending them to us in the pre-stamped, pre-addressed envelope that you asked us to provide you when you were preparing for your session. (Or you can ask us to send you one now by email to [volunteering@peacethroughaction.org](mailto:volunteering@peacethroughaction.org)).
- Scanning them and sending by email to [volunteering@peacethroughaction.org](mailto:volunteering@peacethroughaction.org).

Also, if you collected any photos or videos of your session, email them to [volunteering@peacethroughaction.org](mailto:volunteering@peacethroughaction.org).

#### 3. Schedule Your Follow-Up Gratitude & Encouragement Email (same day as the session)

Set a reminder for **6–8 weeks after your session** to send a short gratitude note to participants who shared their email address and opted in for follow-up.

This message helps encourage participants to revisit their action step.

#### 4. Send the Gratitude & Encouragement Email (6–8 weeks later)

When your reminder pops up, send a brief message to participants using the sample text below or your own words.

##### Sample Follow-Up Email

Subject: Thank you again for joining our Practical Peace Solutions Session

Greetings -

Thank you again for participating in the Practical Peace Solutions session on [date]. I'm reaching out with a friendly check-in about the peace solution you developed during our time together.

Is there one small step you feel ready to take this week? Even small actions can make a difference.

If you'd like to share how it's going, I'd be glad to hear from you.

Thank you for contributing to peace in your relationships and communities.

With appreciation,

[Your Name]

Peace Skills Activity Leader volunteer

Peace Through Action® USA

### **Presentation Content Structure**

1. The content is divided into parts.
2. Underlined text is slide titles from the session's *optional* PowerPoint presentation.
3. *Italicized text* is *instructions*.
4. Sentences in large font size are script.
5. The script is set up for activity leaders who prefer to read out loud exactly what to say.
6. Activity leaders who are confident presenters or prefer a casual delivery style may want to follow the talking points instead. You can get talking points two ways.
  - Follow the script's full content and present it in your own words.
  - The session's PowerPoint presentation slides contain talking points.

**THE SESSION SCRIPT BEGINS ON THE NEXT PAGE**

## Session Content

### 1. Opening (2 Minutes)

#### Greeting and Introduction (1 Minute)

##### How to Respond to Unfair or Harmful Behavior at Work

*Welcome participants. Thank them for attending.*

*Introduce yourself. If all session participants already know your name and role, you may skip an introduction. But please do still identify yourself as a Peace Through Action volunteer.*

Welcome! Thank you for choosing to join this session on responding to unfair or harmful behavior at work. I'm looking forward to learning how we can increase peace in our relationships and communities.

I'm [state your first name and last name.] [State any role you hold that explains why you are leading this session.]

I'm leading this session as a volunteer with Peace Through Action USA.

#### Mission (1 Minute)

##### Our Mission

Peace Through Action helps everyday people, like us gathered now, do something to increase peace in our relationships and communities.

##### What We Do

They go about their mission work in several ways, including by producing sessions like this and supporting volunteers like me to present them.

### 2. Orientation (4 Minutes)

#### Centering (1 Minute)

##### Orientation

*Quiet and focus participants with a guided breathing exercise.*

Let's start by settling ourselves by taking a moment to clear our minds so that we concentrate on the information ahead. Let's take three slow, deep breaths together. In . . . and out . . . In . . . and out . . . In . . . and out.

### **Agenda (1 Minute)**

#### Session Outline

*Present the session agenda.*

Let's review the session agenda. First up is an orientation to the rules of the road. Then I will present a short lesson. After that, we will do what's called guided practice to get comfortable with the real-life situation we are considering. After that, we will do an applied practice to uncover a practical solution. We will take a moment to reflect on what we learned. And close out with a call to action. We should wrap up by [state the intended end time].

### **Setting Expectations (1 Minute)**

#### Safety and Sociability

*Review session arrangements. Use script version 1 for virtual presentations and version 2 for in-person presentations.*

I want to review the conditions we will have in place to ensure this session is safe and comfortable for all.

#### *Version 1 (Virtual)*

I hope we can connect with each other even in this virtual format. Please introduce yourself in the chat, sharing whatever information you want.

Unless you wish to stay anonymous. In that case, I recommend you change your participant name, mute your microphone, and keep your video off.

The session may be recorded.

Finally, we recommend you turn on Speakers view or Gallery view.

*Version 2 (In-Person)*

Be comfortable! Sit, stand, and stretch as you wish. Step away if you need.

Restrooms are located [provide direction]. A water fountain [or other water source] is located [provide direction]. If we need to leave due to an emergency, the nearest exit is [provide direction.]

#### **Group Agreement (1 Minute)**

*Present and affirm the group agreement.*

Let me propose a few ways we can make sure everyone feels safe, respected, and heard.

First, we will practice mutual respect. We will show kindness toward each other and listen to each other.

Second, we will use “I” statements and not speak for others.

Third, we will be mindful not to dominate the discussion. We will take turns when sharing. At the same time, we don’t want to pressure anyone to share.

Fourth, we will assume confidentiality. What is shared stays. What is learned leaves.

#### **Participant Introductions (1 minute)**

*You may skip participant introductions if all participants know each other.*

Let’s go around the group and introduce ourselves by our names. If you would rather not disclose your name or other information, that’s okay too.

### 3. Lesson (4 Minutes)

#### Purpose (1 Minute)

##### Lesson

##### Session Purpose

*State the purpose of the session.*

We are going to learn how to respond to unfair or harmful behavior at work in ways that reduce harm, protect dignity, and invite accountability and repair.

By the end of this session, you will be able to pause, name shared standards, and invite repair when harmful behavior occurs at work.

#### Three Key Strategies for Responding to Harm at Work (3 Minutes)

##### Three Key Strategies for Reducing Harm at Work

###### 1. Buy Time

Create a pause so you can respond instead of react.

Examples:

- “Let’s pause for a moment.”
- “I need a second to think about that.”

###### 2. Name the Standard

Anchor the response in a shared workplace value or norm.

Examples:

- “Let’s keep this respectful – everyone’s input matters here.”
- “On our team, we don’t make comments about someone’s identity.”

###### 3. Call-In for Repair

Invite a do-over with dignity, rather than shaming.

Examples:

- “Would you like to rephrase that?”

- “Can we try that again in a more constructive way?”

You can use one, two, or all three. The goal is to reduce harm and invite better behavior, not win an argument.

#### 4. Guided Practice (4 Minutes)

##### Workplace Pairs Practice (4 Minutes)

###### Guided Practice

*Instructions:*

*Divide participants into pairs.*

*One person plays the Speaker, the other the Responder.*

**Scenario:**

In a meeting, someone says:

“We don’t need more input from you on this.”

Constraints for the Responder:

- You have about 2 minutes.
- You want to reduce harm without escalating.
- You may use one or more of the three strategies.

Responder: Use Buy Time, Name the Standard, or the Call-In strategies, as appropriate.

Switch roles halfway through.

*Debrief:*

What made the response feel firm but not aggressive? What language helped lower tension?

*Take break here (5 minutes)*

## 5. Applied Practice (6 Minutes)

### High-Stakes Workplace Scenario (Groups of 4-5) (6 Minutes)

#### Applied Practice

##### *Instructions:*

*Form groups of 4-5. Assign the following roles:*

- *Target*
- *Responder*
- *Bystander or Manager*
- *Observers*

##### **Scenario:**

A senior peer says to a teammate in front of others:

“You’re always slowing us down.”

##### **Constraints for the Responder:**

- The comment happened publicly.
- Power dynamics are present.
- You must keep the response under 3 minutes.
- The goal is de-escalation and repair.

**Responder:** Use the Buy Time, Name the Standard, and Call-In strategies, as appropriate.

**Observers:** Capture exact phrases that reduced harm or invited repair.

##### *Debrief:*

Observers share one phrase that worked well and why.

## 6. Reflection (3 Minutes)

### One-Word Takeaway (3 Minutes)

#### Reflection

Think of one word that captures what you're taking away from this workplace-focused session – perhaps one of the strategies, a feeling, or a commitment.

We'll go around quickly and share. I'll start: "steadiness."

*After the group has completed sharing, invite the participants to ask any questions they may have to increase their understanding.*

## 7. Call to Action (7 Minutes)

**Key Takeaways** (1 Minute)

Call to Action

Key Takeaways

As we get close to completing this session, I want to reinforce that responding to harm requires small, steady actions. By taking intentional and often imperfect steps like pausing, naming standards, and inviting repair, we can reduce harm and increase a sense of belonging.

**Activity Summary** (5 Minutes)

*Distribute session summary sheets to participants.*

Peace Through Action has prepared information for you to take with you. It has QR codes and weblinks to actions to continue what we started today.

**Post-Session Survey**

Complete

Peace Through Action asks you to complete a brief survey about what you learned from this session. It helps them figure out if this session is doing what it's supposed to. It also helps them report to donors and supporters.

*If you are passing out print post-session surveys...*

I'm passing around the survey now.

*If you are also directing/only directing participants to an online post-session survey...*

You can complete the survey online by scanning the QR code on the session summary.

*If you are showing the PowerPoint presentation...*

You can scan the QR code on this slide.

I'm going to give us time to complete the survey before we go.

*Pause 3 minutes while participants complete the post-session survey.*

### **Email Sign-Up**

#### Sign Up

Also, Peace Through Action requests your email addresses so that they can follow up with you after this session and explore how they can help you continue your interest. Providing contact information is voluntary, of course, but I hope you will consider it. You can unsubscribe from their email any time.

*If you are passing out a print sign-up sheet...*

I'm passing around a sign-up sheet.

*Pass around the sign-up sheet.*

*If you are also directing/only directing participants to an online sign-up sheet...*

You can scan the QR code on the session summary and sign up online.

*If you are showing a PowerPoint presentation...*

You can scan the QR code on the slide.

*If a group or individual picture will be taken at the conclusion of the session...*

#### Consent

Before we go, I'd like to take a picture of our group. The picture will be a resource for Peace Through Action to show off our action and for us to share with our friends and colleagues. Would that be okay?

*If all or most participants consent...*

Peace Through Action does request that each of us complete a media release so that they know your intentions with any pictures or videos taken today.

*If you are passing out print media release forms...*

Take a moment now to read and complete the media release form.

*If you are also directing/only directing participants to an online media release form...*

You can scan the QR code on the session summary and complete the media release form online.

*If you are showing the PowerPoint presentation...*

You can scan the QR code on the slide and complete the media release form online.

*Pause while participants complete media release forms.*

Some other things you can do with Peace Through Action, all of which are covered in the session summary, include connecting with them on social media, volunteering as an activity leader like I'm doing today, or giving a gift of money to support their mission work.

### **Closing (1 Minute)**

*Thank participants for attending the session.*

I hope you have found this time together pleasant, useful, and meaningful. I can't thank you enough for making time to learn about what you can do, and that we can do together, to increase peace in our relationships and communities. Thank you!