



STEP 1 - INSPIRE



Hints for the trainers/teachers: Ensure that everyone presents themselves and identify if some information is missing. Invite trainees to talk about their students' traits, background and relationship with STEM (students with special needs, girls, racial minorities, and low socioeconomic background). Also, ask trainees if there are special policies or practices in their schools to promote equity and inclusion.

STEP 2 - CONTEXTUALISE & EMPHATHISE



Hints for the trainers/teachers: Try to encourage trainees' brainstorming while conducting the first step. There are no right or wrong answers, just different experiences and it is important that they are shared. If trainees get stuck or perform a relatively superficial analysis, try **to engage them in a deeper analysis by prompting the list of questions given in the associated checklist** without providing clues and orientations that will be given in the analyse section.

STEP 3 - ANALYSE



Hints for the trainers/teachers: This is individual work. Try to encourage your trainees to brainstorm as many potential issues as possible, trying to focus on the ones more closely related to equity and inclusion issues. Write down in a document those potential issues. Prior to that activity, you can suggest they read again the canvas of their group.

STEP 4 - DESIGN & IDEATE



Hints for the trainers/teachers: Trainees are expected to design strategies to make the activities more inclusive and equitable. If the group feels stuck, some strategies can be suggested as provided in the additional resources and strategies promoted within the checklist on inclusive design.

CONCLUDE



Hints for the trainers/teachers: The aim of this part is that one group can explain to the other members what they have designed and, at the same time, all trainees can have the opportunity to listen to what other groups have thought. To manage this exchange, one possibility is that one member of the group receives trainees from other groups, while the rest of the members of the initial group can circulate from one group to another ones. Members of the team who listen to the proposal are invited to give feedback. This is the easiest version to be carried out if the training is conducted on-site. If the training is online, you might consider setting up a collaborative space. In this space, for example, each group can upload a video where they explain to others what they have done and why, and invite the rest of the members to provide feedback.