

A Guide to Conducting Book Discussions

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Creating Introvert-Friendly Workplaces

This book can serve as a stimulus for change toward creating more introvert-friendly workplaces and decreasing introvert bias.

The questions in the discussion guide can be used for fruitful dialogue and problem solving.

Potential Formats

Start a book club focused on introvert-related issues (see the Working with the Author section of *Creating Introvert-Friendly Workplaces* for more information on logistics and success factors for company book clubs).

Address the topic of introversion in organization-wide town hall meetings and set up breakout groups to delve deeper into the topic.

Raise introvert-friendly workplace issues in current employee resource groups on diversity, equity, and inclusion. Or start up a new group solely focused on introvert-related topics.

Set up discussion forums at annual conferences and continue these discussions throughout the year.

Incorporate discussion questions and introverted- leadership topics into leadership retreats and management development programs.

Add questions to the curriculum of graduate business programs, public administration, and other leadership programs.

Introvert-Friendly Approaches

Apply introvert-friendly approaches in facilitating your discussions for maximum success. For instance, send potential questions to participants several days ahead of time to allow for more reflection.

Use brainwriting in the course of the discussion (see Chapter 7 of *Creating Introvert-Friendly Workplaces*), which offers an occasional pause for members to reflect before speaking. Also consider using a shared digital platform between meetings for members to engage in discussions and raise questions about the content.

Sample Questions

1. Based on the descriptions in the Introduction, where do you fall on the introvert-extrovert spectrum?
2. How prevalent are introverts in your organization as a whole? How about in your department?
3. What characteristics do you most identify with as an introvert or extrovert? Why?
4. What strengths do introverts bring to your organization, and how do you see those strengths exhibited?
5. What are the greatest challenges that introverts experience at work?
6. Based on your answers to the Introvert-Friendly Workplace Quiz in Chapter 1 of *Creating Introvert-Friendly Workplaces*, how introvert-friendly is your workplace? Compare your responses with others in the group. Where are there similarities and differences in your responses? Discuss these.
7. What workplace practices in your organization are effective, and where do you see room for improvement?
8. Who do you think is ultimately responsible for implementing the changes outlined in this book: HR; diversity, equity, and inclusion professionals; managers; individual employees? Explain your thinking.
9. What recommendations would you make to reduce anti-introvert bias in recruitment and hiring decisions?
10. Have any leaders in your organization openly spoken of being introverted? If so, what impact, if any, has it had?
11. What message do you have for leaders who are more extroverted in nature? What can they do to harness the power of introverts on their teams?
12. What would introvert-friendly communication practices look like in your workplace?
13. How can your workplace design allow for collaboration, socialization, and doing the focused work that introverts thrive on?
14. How is remote work viewed in your workplace? Can you make a business case for this introvert-friendly practice? If you are working remotely, how do you avoid becoming isolated and invisible?

15. What practices keep the loudest voices from dominating meetings? How can you build a team with a more balanced representation of introverts and extroverts?
16. How can you adapt learning and development strategies to be more introvert-friendly?
17. What “pockets of inclusion” or introvert-friendly best practices described in the book have you seen implemented? Which would you like to see adopted in your workplace?
18. What is one strategy or tactic you can take from this book that you can implement now? What resistance might you encounter?
19. Who can be an ally in your efforts?

To learn more about Jennifer Kahnweiler, visit: jenniferkahnweiler.com

Take this quiz to discover how introvert-friendly your organization is and where you can make a difference:

<https://bit.ly/IFWorkplaces>

