

One Light at Work

A respectful workplace conversation guide

Why this exists

Workplaces contain people with skills, relationships, and lived experience that can strengthen a community. This guide helps a team discuss service without politics, pressure, personal disclosure, or performative charity.

Who it is for

Employers, employee groups, supervisors, nonprofit partners, faith-friendly workplaces, and small teams looking for one practical local action.

Your meaningful next step

Invite a small group to one 30-minute conversation. Do not begin by announcing a campaign or asking for money.

See. Care. Act. Repeat.

The 30-minute conversation

Minutes	Purpose	Facilitator action
0-5	Welcome	Name the purpose and agreements.
5-10	Notice	Share one local need from a trusted source.
10-18	Listen	Ask what the team already sees and knows.
18-25	Choose	Compare small, realistic options.
25-30	Close	Name one owner, one next step, and a review date.

Opening language

'We are here to consider one useful act our team could take. Participation is voluntary. No one needs to share personal experience, political beliefs, health information, or family circumstances.'

Conversation agreements

- [] Listen before proposing a solution.
- [] Use verified local information.
- [] Do not pressure employees to donate money, time, blood, or personal stories.
- [] Do not photograph or publicly identify participants without permission.
- [] Choose an action the team can complete and evaluate.

Notice a need responsibly

Begin with a specific need described by a qualified local organization. Avoid dramatic claims and never use a person's hardship as promotional material.

What need are we considering?

Who verified it, and when?

What is the organization actually requesting?

What should our team not attempt?

Leave One Light On is a connector and educator. It is not a foster-care licensing agency, placement agency, emergency service, legal service, or clinical provider.

Team invitation menu

Offer several forms of participation so that money, health, schedule, mobility, and caregiving responsibilities do not become tests of commitment.

Invitation	Example	Boundary
Give time	A voluntary service shift or mentoring orientation	Use qualified partners and realistic schedules.
Give skill	Resume help, translation, repair, logistics, design	Confirm the partner actually needs the skill.
Give practical support	Requested supplies or a meal train	Use a current list; do not guess needs.
Give life	Blood donation information or a team appointment	Participation and medical eligibility are private.
Give opportunity	Fair interview access, job shadowing, or training	Do not promise employment or exploit stories.
Give attention	Learn, listen, write encouragement, share a resource	Protect privacy and avoid savior language.

Questions that lead to action

- What do we already know from direct experience, and what still needs verification?
- What could we do well with the time and skills actually available?
- Would the partner choose this help, or are we choosing for them?
- How can people participate privately or decline without penalty?
- What is the smallest useful first step?
- How will we know whether the action helped rather than merely looked good?

Notes

Choose one action

A strong workplace action has a named partner, defined request, voluntary participants, clear boundaries, manageable cost, and a completion date.

Action

Partner and contact

Owner

Needed people, supplies, or approvals

Completion and review dates

Privacy or accessibility needs

Facilitator safeguards

- [] Participation is voluntary and unrelated to job evaluation.
- [] Managers do not ask employees to disclose protected health or family information.
- [] Communications avoid partisan endorsements and pressure.
- [] A qualified partner approves descriptions of its work and needs.
- [] Photos, names, and stories require explicit permission.
- [] Funds and supplies have a transparent destination.
- [] Accessibility, shift, language, and remote-participation options are considered.
- [] The team knows how to raise a concern or opt out.

If the conversation becomes personal

Thank the person for what they chose to share. Do not ask follow-up questions in front of the group. Offer a private pause and, if appropriate, point to qualified employee or community resources.

Follow-up worksheet

What did we complete?

What did the partner say was useful?

What created friction or exclusion?

What should we repeat, revise, or stop?

Next review date and owner

Close without pressure

Thank people for attention and honesty, including those who chose not to participate. Report only verified outcomes. Do not convert a service activity into a competition or a sales message.

'We did not try to do everything. We chose one useful step, completed it with care, and learned what to do next.'

Our next meaningful step

**Someone left a light on.
Who will leave one on next?**