ProTech Professional Technical Services, Inc.

Celebrating Diversity in the Workplace

Course Summary

Description

Diversity and inclusion in the workplace are long-term commitments that are much more than a program or initiative. Companies that learn to attract and include diverse people will benefit from a stronger workforce, improved creativity and innovation, and improved employee commitment.
Diversity and inclusion begin with awareness and requires leadership to implement; this course is about how to turn awareness about diversity, inclusion and equity into tangible actions to achieve the proven benefits and sustain an inclusive workplace.

Objectives
At the end of this course, students will be able to:

- Know the difference between diversity, inclusion, and equity
- Understand how changes in the world affect our view of diversity, inclusion, and equity
- Learn how to identify and deal with systemic and other barriers to diversity, inclusion, and equity
- Understand and be able to correctly apply the concept of political correctness
- Learn how to deal with inappropriate behavior
- Understand what to do if they or an employee feel discriminated against
- Be prepared to have a meeting with their direct reports/colleagues about the topics of diversity and inclusion

Topics

- Introduction to the Course
- Diversity Inclusion and Equity
- A Value Add versus Zero Sum Perspective
- Systemic Barriers
- Stereotyping and Unconscious Bias
- The Role of Language and Political Correctness
- Application Exercises

Audience

This course is designed for anyone who wants to improve their ability to lead a diverse and inclusive workforce.

Prerequisites

There are no prerequisites for this course.

Duration

One day

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Course Outline

I. *Topic: Introduction to the Course*
Participants are introduced to the topic and discuss the importance, and benefit to themselves, of understanding the difference between diversity, inclusion and equity.
Participants also receive an introduction to what will be covered in the course and information about how the course will be run. Participants describe their purpose for participating and their goals for attending the course.

II. *Topic: Diversity Inclusion and Equity*
Lecture and interactive discussion to discuss the foundation practices and behaviors essential to diversity, inclusion and equity.

III. *Topic: A Value Add versus Zero Sum Perspective*
Lecture, discussion and about the differences between a value add and a zero-sum view and how to move towards a value add perspective in achieving inclusiveness and equity.

IV. *Topic: Systemic Barriers*
Lecture and discussion about the role systemic barriers play against diversity, inclusion and equity, and tactics to deal with systemic barriers. We also identify systemic barriers we can immediately influence and those that require a larger more sustained effort.

V. *Topic: Stereotyping and Unconscious Bias*
Lecture and discussion about the role that stereotyping and unconscious bias play in our own and that of others' views about diversity, inclusion and equity. We also examine other issues such as bias confirmation, blind spot bias and strategies for confronting our own biases and perspectives as we prepare to lead others.

VI. *Topic: The Role of Language and Political Correctness*
Lecture and discussion about the role of language and the importance of political correctness in creating and sustaining an inclusive environment.

VII. *Topic: Application Exercises*
Participants prepare and deliver two application exercises:
A. Prepare to run a meeting with direct reports / colleagues to present their views and perspective on Diversity, Inclusion and Equity
B. Prepare to handle a situation where there has been a complaint about discriminatory / disrespectful language and or behavior by a colleague.