Celebrating diversity in the workplace

Course Summary

Description

Diversity and inclusion in the workplace is not a program nor is it a short-term initiative. It's much more than just doing the right thing. It's about being together in our differences. Because it's those differences combined that make us strong. This course will bring awareness to diversity in the workplace, how to identify and avoid stereotypes, what are politically correct terms, management styles to encourage diversity, the four cornerstones of diversity to mention a few. Your company's commitment to diversity and inclusion helps to ensure and secure the longevity of your success. This course will get you on to the correct path of gaining the competitive edge in the ever changing and diverse world.

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

- Understand what diversity and its related terms mean
- Be aware of how aware they are of diversity and where they can improve
- Understand how changes in the world can affect them and their view
- Identify their stereotypes
- Understand what terms are politically correct and which are not, and why
- Understand the four cornerstones of diversity
- Identify the pitfalls are relating to diversity and how to avoid them
- Learn a technique for dealing with inappropriate behavior
- Learn a management style to encourage diversity
- Understand what to do if they or one of their employees feels discriminated against

Topics

- Defining Diversity
- How Does Diversity Affect Me?
- Identifying Stereotypes
- Wise Words
- The Cornerstones of Diversity

- How to Discourage Diversity
- The STOP Technique
- Dealing with Discrimination
- Workshop Wrap-Up

Audience

This course is designed for students who are interested in learning what diversity and its related terms mean as used in a workplace.

Prerequisites

There are no prerequisites for this course.

Duration

One day

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Course Outline

I. Defining Diversity
Participants will begin by defining diversity and related terms, including affirmative action, bias, stereotype, and Equal Employment Opportunity.

II. How Does Diversity Affect Me?
This session will help participants identify how a changing world has affected them. Participants will also complete a self-awareness inventory to identify possible areas for improvement.

III. Identifying Stereotypes
During this session, participants will explore stereotypes from different angles through a lecture and two group exercises.

IV. Wise Words
In this era of political correctness, it's sometimes hard to keep up with words that have become inappropriate. We will take a look at some phrases that are considered universally incorrect and some basic guidelines. We'll also take a humorous look at some phrases that have gone too far.

V. The Cornerstones of Diversity
Diversity experts Armida Russell, Amy Tolbert, and Frank Wilderman have identified four cornerstones of diversity development. They are knowledge, acceptance, understanding, and behavior. We will examine each cornerstone in detail during this session.

VI. How to Discourage Diversity
There are some practices that discourage diversity more than they encourage it. We will look at four common mistakes and how to avoid them.

VII. The STOP Technique
Diversity expert Lenora Billings-Harris has developed a four-step technique that you can use when someone is behaving in an inappropriate manner. It's called STOP. Participants will learn about the technique through a lecture and will then practice it in a role play.

VIII. Managing for Diversity
During this brief lecture, we will look at some simple things managers and employees can do to encourage diversity in their workplace.

IX. Dealing with Discrimination
To wrap up the day, we will discuss how to deal with discrimination as a manager and an employee.

X. Workshop Wrap-Up
At the end of the day, students will have an opportunity to ask questions and fill out an action plan.