

Diversity and Inclusion in the Workplace

Diversity is a big part of organizations and businesses and has been a high-profile issue since the late twentieth century, but much has changed in how we understand it.

This course explores diversity and inclusion in the workplace on many levels: How we define diversity and inclusion; the benefits and power of inclusivity; how to incorporate a diversity mindset into your organizational culture; and how to relate and communicate in a more collaborative and respectful way with everyone you interact with.

Module 1

Define Diversity and Inclusion

In this module, you'll answer the question: If standard diversity training isn't working, how do we talk about diversity and inclusion in a way that moves teams forward?

- ✓ Discuss the attributes, traits and unique characteristics that make up diverse groups
- ✓ Identify the value of diversity and the qualities of inclusive workplace cultures
- ✓ Consider others' perspectives to ensure success at every level of your organization

Module 2

The Value of Inclusion

Understand the moral and logical justifications for inclusion and the insight of historical leaders on the power of inclusivity.

- ✓ Identify what inclusion means, distinguishing between inclusion and diversity.
- ✓ Summarize the moral case for inclusion that involves empathy and others-centered thinking.
- ✓ Summarize the logical case for inclusion by considering the costs and benefits associated with inclusive and exclusive thinking.

Module 3

Foster a Diverse and Inclusive Workforce

Using the tools in this module, you'll better understand the qualities of a successful diversity and inclusion program, and you'll learn how to directly apply these principles to your workplace.

- ✓ Understand what employees want from a diverse and inclusive workplace and how companies can benefit
- ✓ Compare strategies used by other organizations with inclusive workplaces to your own actions
- ✓ Identify characteristics of inclusive leaders and teaching programs that support inclusive cultures

Module 4

Develop Habits of Inclusivity

This module shows how organizations can support diversity and inclusion initiatives by establishing affinity groups that help employees feel a greater sense of belonging. These groups provide opportunities to network with community members, serve as training resources, help to attract new hires and work toward retaining current employees.

- ✓ Discuss what happens when opinions are based on preconceived ideas
- ✓ Identify ways organizations can facilitate curiosity and respectfulness of other cultures
- ✓ Describe how affinity and employee resource groups can benefit an organization

Module 5

Set the Tone for Open and Honest Communication

Working with colleagues to identify how communication impacts the success of diversity and inclusion initiatives is the theme of this module. In this module, you'll develop a tool kit for addressing discrimination in the workplace and move your team forward to a more collaborative, supporting environment.

- ✔ Discuss how to advocate for diversity and promote inclusion through communication
- ✔ Explain how to help employees explore new ways of looking at the world
- ✔ Describe the appropriate manner for discussing potentially uncomfortable situations

Module 6

Form a Diversity and Inclusion Task Force

This module will review how you can work with your colleagues to build a mock diversity and inclusion task force using the tools and strategies learned.

- ✔ Discuss the essential qualities of a diversity and inclusion task force
- ✔ Use the startup steps to establish a task force plan, accelerate progress and avoid pitfalls
- ✔ Write a vision statement that describes the reason for the initiative and what the organization wants to achieve

