

# Training Toolkit

Diversity Awareness: The What, Who, Why and How of  
Diversity and Inclusion  
Facilitator's Guide

VisionSpring  
Inclusion Learning Loop

# Diversity Awareness: The What, Who, Why and How of Diversity & Inclusion Training Toolkit

## **INTRODUCTION**

### **What is an Inclusion Learning Loop™ Training Toolkit?**

The Inclusion Learning Loop™ training toolkits are complete out-of-the-box training curriculums that provide Inclusion Learning Loop™ members access to a library of diversity- and inclusion-related workshops. All of our toolkits include facilitator materials, a PowerPoint presentation, pre-work or foundational materials and an action planning worksheet. Each of our training toolkits equips trainers with all the information, tools and materials needed to deliver a rich and comprehensive development experience.

### **What is the Diversity Awareness Toolkit?**

*The Diversity Awareness Toolkit* is a training tool that can be leveraged by D&I practitioners as part of their training offerings. The Diversity Awareness Training is a baseline awareness building workshop to help individuals across the organization understanding the who, what, why and how of diversity and inclusion. The main objective is to help individuals recognize the business case for diversity and inclusion in order to champion efforts on their own.

### **Who is it designed for?**

The intended participant is any individual in the organization across all functions and levels. This workshop is designed to be delivered by diversity and inclusion practitioners and trainers. **Some facilitation skill and a beginner-to-intermediate level of D&I competency is required to lead a successful workshop.**

### **How can you use it?**

This workshop can be included as part of your organization's internal D&I training offerings and/or part of your professional development offerings targeting leadership development. This workshop can be delivered by a facilitator who has training skills and some diversity and inclusion knowledge. You will also find the PowerPoint presentation to accompany this facilitator's guide. Tools to enhance subject knowledge are provided on the [Inclusion Learning Loop™](#)

This workshop can be effectively executed in 4.0–5.0 hours depending on the size of the group and the amount of time you want to dedicate to discussion.

### **Exercise Objectives:**

- Provide an overview of the definition of diversity and inclusion
- Deepen understanding of the business case for inclusion and diversity
- Identify strategies for creating a more inclusive work environment
- Develop personal action items for supporting D&I efforts
- Includes an appendix of common diversity and inclusion terms and acronyms and their definitions

### **Materials:**

Flip chart and markers

Tape to post flip chart pages

Nametags or cards (depending on audience)

Small stickers: different shapes and colors for the Impact of Exclusion exercise

Copies of Action Plan Worksheet for each participant (or full participant materials)

A PowerPoint Presentation has been provided as part of this toolkit

## Facilitator Preparation: Review Content and Materials

### Familiarize Yourself with the Workshop Materials and the Content

1. Review Facilitator Guide
2. Review PowerPoint
3. Review background information materials to become knowledgeable on the content
4. Additional reading materials can be found in the [Diversity and Inclusion as a Business Driver](#) and the [Diversity Champions](#) sections on the Inclusion Learning Loop™

### Decide if you will Assign Participant Pre-work

The ultimate goal of this workshop is to get participants involved and engaged in diversity and inclusion efforts. Consider assigning the following articles as pre-work.

1. Article for Managers and Leaders: 10 Ways Leaders can Support Diversity and Inclusion  
Read the article: [link](#)
2. Article for Employees: 10 Ways Employees can Support Diversity and Inclusion  
Read the article: [link](#)
3. Decide how you would like to use the materials.
4. If assigning as pre-work, send the link to all participants at least one week prior to the workshop.

### Assemble all Workshop Materials

1. Review materials list and secure through proper channels.
2. Decide if you are going to print participant materials or supply them electronically to all workshop attendees.
  - a. if yes, [print](#) participant materials
  - b. if no, [print](#) the diversity quiz for all participants
  - c. if no, [print](#) the Action Planning Worksheets for everyone

## Workshop Agenda

1. Welcome and Introductions (5 minutes)
2. Overview of Objectives
3. **What** is Diversity and Inclusion (30 minutes)
  - Large Group Discussion (15 minutes)
  - Diversity Quiz (15 minutes)
4. **Who** is Included in Diversity & Inclusion Work (60 minutes)
  - Large Group Discussion (20 minutes)
  - Impact of Inclusion Interactive Exercise (40 minutes)
5. **Why** is D&I Important/The Business Case for Diversity (80 minutes)
  - Presentation (10 minutes)
  - Large Group Discussion (10 minutes)
  - Small Group Exercise: D&I at our Organization (60 minutes)
6. **How** To Create Culture Change and Leverage Diversity and Inclusion (60 minutes)
  - Action Planning
  - Pair Work: Action Planning Debrief
7. Wrap Up (10 minutes)
8. Appendix – Glossary of Diversity and Inclusion Related Terms

## Welcome and Introductions

### Welcome, Workshop Objectives and Agenda

*Say: I would like to welcome and thank all of you for participating in our Diversity Awareness: The What, Who, Why and How of Diversity & Inclusion workshop.*

*This workshop will:*

- *Provide an overview of the definition of diversity and inclusion*
- *Deepen understanding of the business case for inclusion and diversity*
- *Address issues relating to creating a more inclusive work environment*
- *Establish the specific business case for inclusion and diversity*
- *Design talking points to clearly and succinctly articulate the inclusion and diversity business case and the links to success at our organization*
- *Includes an appendix of common diversity and inclusion terms and acronyms and their definitions*

*I would like to take a moment to review our day's agenda:*

- *We'll start with a review of our ground rules and introductions.*
- **What** *is Diversity and Inclusion*
- **Who** *is Included in Diversity & Inclusion Work*
- **Why** *is Diversity & Inclusion Work Important/The Business Case for Diversity*
- **How** *Can Your Organization Create Culture Change and Leverage Diversity and Inclusion*

## Workshop Ground Rules

- Listen actively—respect others when they are talking.
- Be open to new ideas.
- Do not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks—focus on ideas.
- Maintain confidentiality (what we say here does not leave the room).
- Say **OOPS** and/or acknowledge when you may unintentionally say something and wish you had not.
- Say **OUCH** when someone’s words or actions may hurt you.
- Parking Lot
- Have Fun!

*Say: Are we all comfortable and in agreement with these ground rules? Are there any ground rules anyone would like to add?*

## Introductions

*Say: I would like to ask each of you to introduce yourselves by telling us:*

- Your name
- Your title and department
- One unusual, little-known fact about yourself as an ice-breaker question

## What is Diversity and Inclusion?

### What does diversity mean to you?

Engage participants in a large group discussion. Consider flip charting responses. The objective is to get people talking about diversity and to deepen your understanding of the current perceptions regarding diversity.

Allow 3–5 minutes for discussion.

Summarize responses and share the definition for diversity. If your company has a specific definition of diversity, use that definition instead of what is provided here.

**Diversity** is defined as the broad mix of human and organizational differences and similarities.

In the most traditional sense it refers to dimensions of diversity that are more visible and easy to define such as associations with certain racial, gender and cultural groups.

Today organizations are also including dimensions relating to age, sexual orientation, religion and disability into their definitions of diversity and in their diversity and inclusion strategies.

In the broadest sense diversity embodies all difference, including socio-economic status, level of education, dimensions of thought, and relational aspects.

### Dimensions of Diversity

- Age
- Background
- Balancing Work, Family and Personal Life
- Education and Learning Ability
- Ethnicity
- Gender
- Generation
- Health
- Job Function
- Length of Service and Expertise
- Marital Status
- National Origin
- Parental Status
- Physical Challenges
- Race
- Religion
- Sexual Orientation
- Socioeconomic Status
- Thought
- Work Style



## What comes to your mind when you hear the word inclusion?

Open to participants for large group discussions. Consider flip charting responses.

## How is that different than diversity?

The purpose of the discussion is to help participants understand the distinction between diversity and inclusion and the importance of inclusion. Diversity without inclusion is not enough.

Allow 3–5 minutes for discussion.

Summarize discussion and share the definition of inclusion.

**Inclusion** is the practice of providing a sense of belonging to all individuals so that they are welcomed, respected, encouraged and valued as an employee and can contribute their best work.

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## What comes to your mind when you hear the term diversity management?

Share the definition of diversity management.

**Diversity management** is the strategy and ability to get the best from the mix of employees, customers, suppliers, and other stakeholders in order to achieve organizational objectives.

The desired outcomes (the value proposition) are a product of diversity management, not just diversity or inclusion. It is not just having a broad mix of people, or treating each as a valued member of the team; it is the deliberate strategy to use that diversity to full advantage in achieving strong business results and competitive differentiation.

## How can our diversity strategy help you meet your business goals or achieve superior business results?

Dig a little deeper. Ask participants to share ideas—ask for some specific examples that relate to their respective job responsibilities.

Flip chart response—this may help inform your strategy moving forward.

Use learning points below to help summarize discussion and reinforce key points.

For Access to the Complete Facilitator's Guide Contact Erica Colonero at [Erica@visionspringinc.com](mailto:Erica@visionspringinc.com)

## Build Your Plan:

Desired Outcome/Goal: 1-3 weeks (what would I like to change in the next 1-3 weeks):	
Targeted Date of Completion:	
Personal Action Items in Support of Goal:	
1)	
2)	
3)	
Potential Resisters/Challenges	Strategies for Weakening/Removing Resister
1)	1)
2)	2)
3)	3)
Required Support	Potential Champions
1)	1)
2)	2)
3)	3)

Desired Outcome/Goal: 3–6 months (what would I like to change in the next 3–6 months):

Targeted Date of Completion:

Personal Action Items in Support of Goal:

1)

2)

3)

Potential Resisters/Challenges

Strategies for Weakening/Removing Resister

1)

1)

2)

2)

3)

3)

Required Support

Potential Champions

1)

1)

2)

2)

3)

3)

Desired Outcome/Goal: 1 year (what would I like to change in the next year):

Targeted Date of Completion:

Personal Action Items in Support of Goal:

1)

2)

3)

Potential Resisters/Challenges

Strategies for Weakening Removing Resister

1)

1)

2)

2)

3)

3)

Required Support

Potential Champions

1)

1)

2)

2)

3)

3)