

Facilitator's Guide
Making it Count for Talent Acquisition:
Addressing Unconscious Bias in the Hiring Process

VisionSpring
Inclusion Learning Loop

Making in Count for Talent Acquisition

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, participant materials, 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 Making it Count for Talent Acquisition Toolkit?

The Making it Count for Talent Acquisition: Addressing Unconscious Bias in the Hiring Process is a two-hour training that can be leveraged by D&I practitioners as part of their training offerings. The training is designed to help talent management, recruiters and hiring managers recognize and manage the impact of bias on the hiring process.

Who is it designed for?

The intended participant is any human resources professional within the organization. This workshop is designed to be delivered by diversity and inclusion practitioners and trainers. **Some facilitation skill and an intermediate-to-advanced level of D&I competency is required to lead a successful meeting.**

How can you use it?

This workshop can be included as part of your organization's internal D&I training offerings offered to HR. This workshop can be delivered by a facilitator who has training skills and knowledge of diversity and inclusion. 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 exercise can be effectively executed in 90 minutes to two hours depending on the size of the group and the amount of time you want to dedicate to discussion.

Exercise objectives:

During this workshop participants will explore the concepts of diversity and inclusion with a specific focus on the role of Talent Acquisition. The goal is to help participants better understand Diversity and Inclusion and why it's important.

Learning Outcomes:

- Discuss the concepts of Diversity and Inclusion and the connection to overall mission and goals
- More deeply explore the critical role Talent Acquisition will play in D&I objectives
- Explore Unconscious Bias and how to manage its impact on the hiring process
- Strengthen your own D&I capability

Materials:

Flip chart and markers

Tape to post flip chart pages

Name tags or cards (depending on audience)

Copies of Action Plan Worksheet for each participant

A [PowerPoint Presentation](#) had 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 [Articles Section](#) – Human Resources on the Inclusion Learning Loop™

Decide if you will Assign Participant Pre-work

Decide if you want the participants to read articles prior to the workshop or if you want them to “hear” the information for the first time via the presentation.

1. Suggested articles

[Tips for Avoiding Perception Driven Bias in the Hiring Process](#)

[What are the Biases the May be Affecting Your Decisions](#)

[Strategies for Building a Diverse Talent Pipeline](#)

Decide how you would like to use the materials

2. 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](#)

Workshop Agenda

Section I: Welcome and Introductions (15 minutes)

Opening Remarks
Present Session Objectives
Ice-Breaker Exercise – I Am Statements

Section II: What, Why & How of Diversity & Inclusion - (25 minutes)

Large Group Discussion – What Does Diversity Mean to You? - 10 minutes
Presentation – Sharing of Definitions & Key Concepts – 5 minutes

Section III: Understanding and Managing Bias in the Hiring Process - (25 minutes)

Large Group Discussion – What is Bias and What is the Impact?
Presentation – Understanding and Managing Bias

Section IV: Interactive Exercise - (30 - 45 minutes depending on how you structure the exercise)

Interactive Exercise – Application of Concepts Scenarios
Exercise Debrief and Learning Points

Section V: Personal Action Planning (20 minutes)

What Did I Learn?
What Will I Do?
Prepare Action Planning Worksheet

Section VI: Wrap Up, Actions and Next Steps (5 minutes)

Review of Learning Outcomes
Next Steps