**Module 1 Facilitator Guide**

Hello! Thank you for taking time out of your day to help better the understanding of DEI for yourself and others around you. This document is a facilitator guide and will provide you everything that you will need to successfully complete this portion of the DEI training.

This module will provide the audience with an overview of Diversity, Equity and Inclusion, an explanation of what DEI training is and why it’s important, definitions of common terms used in DEI training, an outline of common myths associated with DEI training, the goals of DEI training, and a conclusion section that summarizes the content. We have also provided a quiz that allows for audience engagement and reinforces some important points from the module.

On page 2, you will see the table of contents that cover the topics in Module 1. The topics are broken down by page numbers so the information is easily pinpointed, but the information will be provided in chronological order.

While facilitating do not forget to pause and clarify any questions people have and don’t be afraid to start discussions based off the material.

Hopefully this training provides a better insight of DEI and creates a good foundation for building an even better workplace.

(**Words bolded are NOT in the presentation, but supplements the information)**

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**Slide 1** Introduction(Estimated time: 1 Minute)

* Speaker Introduction: Hello everyone, my name is \_\_\_\_\_\_\_\_\_ and I’m excited to present the introduction of this DEI training.
* We will be discussing Diversity, Equity and Inclusion and why these concepts are important, as well as providing some definitions for these terms and some common myths about DEI.
* We also have a brief fun quiz at the end.

**Slide 1** Engage Audience (Depending on workshop size) (10 Minutes)

* Please state your name, where you are from, how long you have been engaged in the company.
* Talk about diversity within audience if applicable and appropriate

**Slide 2** Overview Slide(2 Minutes)

* Some of the topics we will be addressing include defining common terms, debunking myths, and the overall goals of the DEI training.

**Slide 3** What is DEI training Slide (2 Minutes)

* Diversity, equity, and inclusion training builds a foundation of knowledge and understanding of diverse people in the workplace.
* It promotes positive inter group interactions and reduces prejudice and biases.
* DEI is founded on the principles of creating a workplace where ALL people are able to thrive.

**Slide 4** Why DEI training Slide? (3 Minutes)

* DEI trainings can be very beneficial to organizations and individuals alike.
* It increases financial returns and innovation, promotes better teamwork, motivates positive behaviors and attitudes, increases employee morale, and fosters a fair and equal work environment where everyone gets treated with respect.
* These are only a few benefits of DEI trainings.

**Slides 5-8** Common DEI terms Slides (10 Minutes)

**There are several different terms used when talking about DEI and in the trainings:**

* Diversity — observable and unobservable characteristics among members of a group
* Equity — ensures that individuals are provided the resources they need to have access to the same opportunists as the general population
* **Equity does not mean equality, equality is when everyone is given the same resources, equity is giving everyone the resources they individually need to reach the common goal**
* Inclusion — how an employee perceives that they are welcome in the workplace through experiences that satisfy their needs, and the assurance that their voice is important and heard
* **We can see how Diversity, Equity, and Inclusion are very interrelated**
* Bias — an inclination or preference, especially one that interferes with impartial judgement
* Prejudice — A prejudgment, usually negative, attitude of one type of individual or groups towards another group and its members
* Stereotype — over-generalized belief about a particular category of people
* Worldview — the perspective through which individuals view the world; comprised of their history, experiences, culture, family history, and other influences
* Ally — someone who actively supports people who belong in other groups than the one they belong to and acknowledges their inherent struggles

**Slide 9- 14** Common DEI Myths Slides (10 Minutes)

* Listed here are some common DEI myths, has anyone heard of any other myths about DEI? Why do you think these myths exist?

**Slide 10** Diversity programs are only good for being “politically correct”

* This is usually based on the assumption that diversity training only cares about meeting the quota and fulfilling a legal or HR requirement. In reality, DEI training is about fostering equal representation
* **You can combat this myth by having open and productive discussions about DEI outside of trainings, integrating it into your work life can help with this perception that diversity programs are only to meet a requirement**

**Slide 11** Promoting diversity doesn’t prevent discrimination.

* While it may not completely prevent discrimination, it does help. A diverse workplace helps to actively discourage behaviors that could end up harming the company and employees
* **This myth is harder to combat quickly, hopefully the DEI training is effective and will show people who think this, that it does help promote a more diverse and understanding workplace that will not tolerate discrimination**

**Slide 12** Diversity training is unnecessary.

* Most organizations with this mindset feel that they already have a diverse workplace that doesn’t have any issues. The reality is that even if 1 of the 3 main goals are met (diversity, equity, or inclusion), chances are that the other two still need work
* **This myth can be combated with organizational DEI assessments, it is hard to understand what is wrong if you are not actively aware of it or if it doesn’t affect you. DEI assessments are useful to organizations to get a better feel of how they are doing in the 3 main goals**

**Slide 13** The concept of diversity excludes white men.

* Even among white males there is a large amount of unobservable diversity. Successful DEI programs focus on these differences, encourage inclusion for all diversity groups, and include materials about traits beyond race and gender
* **Diversity trainings are meant to benefit everyone**
* **This myth can be combated by having a good program and facilitator that does not place blame on any group of people, but to rally everyone to become allies**

**Slide 14** Diversity is just about gender and race.

* Diversity encompasses a wide variety of traits both visible and invisible: age, disability gender identity sexual orientation, personality, thinking style, leadership style, and others are all part of a successful DEI training program
* **Although the thought of diversity often elicits the thought of gender and race, diversity can take on many forms**
* **This myth can be combated by providing a good DEI training that touches on more than gender and race**

**Slide 15** What are some goals of DEI training? (3 Minute)

* Promote the benefits of DEI and frame DEI as an organization advantage, not just a chore
* To educate, inspire, and support employees while promoting conversations
* Enhance and encourage accountability by involving leaders
* Foster additional training and support materials that promote a culture of diversity, equity and inclusion

**Slide 16** Conclusion (1 Minute)

* In conclusion,
  + DEI training can provide useful tools, skills, and knowledge to unlock a better understanding of what people can bring to the workforce
  + DEI training can reveal unconscious biases and provide measures to combat them
  + DEI training can reduce negativity within the organization and enhance organizational culture

Quiz (in separate PowerPoint) (5 minutes)