**Module 3 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. Below, you will see the table of contents that cover the topics in Module 3. 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. Discussion questions are listed for several slides. It’s recommended to encourage the audience to reflect on these questions for a few minutes and potentially pair up with a partner to discuss answers. Hopefully this training provides a better insight of DEI and creates a good foundation for building an even better workplace.

**Frequently Asked Questions (FAQ):**

Q: Should time spent on each slide match the estimated time?

A: Not necessarily, facilitators should account for how much time they’re given to facilitate and spend more/less time on slides depending on audience participation in discussions.

Q: How should discussion questions be handled throughout the facilitation?

A: It’s recommended to encourage the audience to reflect on these questions for at least a few minutes and potentially pair up with a partner to discuss answers.

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

* Hi everyone my name is \_\_\_\_\_\_\_\_ and I’m proud and excited to present this workshop on best practices and guidelines to help achieve a more diverse and inclusive workplace.

**Slide 2: Overview (Estimated time: 1 Minute)**

* Some topics we will be addressing include best practices, benefits from best practices, and the overall value of applying such practices.

**Slide 3: Purpose of Module (Estimated time: 2 Minutes)**

* Provide knowledge to employees and the organization on general practical applications/practices that can help create a more diverse and inclusive workplace environment.
* Discuss practices and illustrate value.

**Slide 4: Best Practices Part 1**: **(5 Minutes)**

* Commit to Diversity Briefings​

**Example:** Managers can arrange monthly seating to discuss different diversity issues (time off for religious holidays)​

* Getting involved in inclusion meetings ​

**Example:** Partaking and facilitating a discussion among employees about diversity/inclusion​

* Consider all viewpoints/perceptions (perspective taking)​

**Example:** Perceiving an issue through the lens of the opposite gender, and reflecting on how they would view the issue (struggles, thoughts, etc)​

**Slide 5: Best Practices Pt. 2​ (5 Minutes)**

* Encourage one-on-one discussion with supervisors (effective when there’s an “open door” policy where speaking honestly and openly is encouraged)​
* Invest in a workforce communications platform. Integration of communications channels into one platform helps to reach each worker on their preferred channel and gain an understanding of their needs and how to help them thrive.

**Discussion Questions**

1. Are you contributing in an idea in which everyone feels included? If so, what are you doing to make sure everyone feels included?

**Slide 6&7: Benefits Gained from Best Practices ​(5 Minutes)**

* Holding self to a higher standard makes others more likely to follow by example ​
* Being more involved shows that you care and can further educate you in diversity and inclusion​
* Showing empathy makes you feel good and more importantly makes others feel included​
* Can learn more from others and grow your knowledge base which can keep employees feel engaged at the workplace ​
* Can adopt new perspectives that could lead to more innovation and better performance which further benefits the organization​

These factors will help you network better, understand better, and lead to greater personal success. ​

**Slide 8 &9: Overall Value of Applying These Practices to the Workplace ​(5 Minutes)**

* Employees may show increased integration which is beneficial in creating a more inclusive environment​
* Open-minded culture is facilitated where there is encouragement for employees in expressing dissenting opinions thus allowing the creation of effective solutions/ideas​
* Exchange of different ideas/opinions facilitates an engaging workplace, where workers are challenged. ​

These factors focus on improvement of interpersonal communication, peer support, and other factors which can help facilitate intrinsic motivation and growth.

**Discussion Questions**

1. Are the company’s recruiting/hiring efforts reflective of creating a diverse and inclusive culture? Why or why not?
2. What cultural competence, diversity, and inclusion training have I gone through? Have these been effective in informing me the value of diversity and inclusion?

**Slide 10: Conclusion (1 Minute)**

* Increasing diversity and inclusion can bring upon many benefits that occur at the individual level. ​
* Due to the individual benefits ( ability to speak openly, learning, etc.) there is a higher chance of increased intrinsic motivation and growth which further benefits the organization (employee retention).​

**Discussion Questions**

1. How important is diversity to you? What value do you think it can bring?
2. How can you foster an environment where people who come from different backgrounds know you value their ideas?