

Equality, Inclusion and Diversity in Action

Overview

A practical one-day course for all employees and managers, designed to raise awareness of the importance of diversity and equality. Delegates will also learn how to avoid discriminatory practices.

Utilising the theory that: Event + Response = Outcome, delegates will be given a robust communication tool to manage 'responses' to diverse behaviours, ensuring the outcome is positive.

Objectives

- For each delegate to understand the difference between diversity and equal opportunities and their effect on your organisation.
- For each delegate to recognise the effects of stereotyping and prejudices on behaviour and individuals.
- For each delegate to know what discrimination, harassment and bullying behaviour looks like.
- For each delegate to appreciate current legislation and managers' responsibilities.
- For each delegate to gain an understanding of the difference between banter and bullying.
- For each delegate to understand the effects of perception and assumption when cross culturally communicating.

Content

- Welcome and objectives for the day
- Business benefits of diversity
- The Diversity Iceberg
- Dangers and benefits of the Diversity Iceberg
- Picture exercise
- Equal Treatment Directive
- Diversity scenarios
- Empathy
- Organisational message about diversity
- Dealing with situations constructively
- Personal action planning and close

N.B. Delegates attending this course plus our Equality, Inclusion and Diversity in Action course can gain the Institute of Leadership and Management (ILM) Level 4 Award in Managing Equality and Diversity in an Organisation.

Equality Impact Assessment (EqIA)

Overview

A half-day workshop suitable for team leaders, supervisors and managers which builds on our Equality, Inclusion and Diversity in Action course by exploring how managers can use EqIA to manage diversity and eliminate hidden discriminatory practices that may be embedded in the ways of working, policies, systems and procedures. EqIA provides managers with a practical workplace tool they can use to assess and manage diversity.

Objectives

- For each delegate to understand how diversity issues may be hidden in the organisation's or team's ways of working, policies, systems and procedures.
- For each delegate to recognise the effects this hidden discrimination.
- For each delegate to know how to identify, address and manage this.
- For each delegate to be able to take diversity to a more strategic level.
- For each delegate to leave with a confident understanding of how to use EqIA as a positive workplace tool for eliminating discrimination.

Content

- Welcome and objectives for the day
- Introduction to EqIA
- Our ways of working
- The impact on equality, inclusion and diversity
- The 3 steps of EqIA
- Workplace advocate research and exercise
- EqIA activity
- Action planning and communication strategies
- Personal development planning and close

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