



Diversity Training

Celebrating Diversity in the Office

Course Objectives

This one-day workshop will help you teach participants how to:

- What diversity and its related terms mean
- To be aware of how aware they are of diversity and where they can improve
- Understand how changes in the world can affect them and their view
- To identify their stereotypes
- What terms are politically correct and which are not, and why
- The four cornerstones of diversity
- What the pitfalls are relating to diversity and how to avoid them
- A technique for dealing with inappropriate behavior
- A management style to encourage diversity
- What to do if they or one of their employees feels discriminated against

Course Content

Introduction and Course Overview

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

Defining Diversity

Participants will begin by defining diversity and related terms, including affirmative action, bias, stereotype, and Equal Employment Opportunity.

How Does Diversity Affect Me?

This session will help participants identify how a changing world has affected them. Participants will also complete a self-awareness inventory to identify possible areas for improvement.

Identifying Stereotypes

During this session, participants will explore stereotypes from different angles through a lecture and two group exercises.

Wise Words

In this era of political correctness, it's sometimes hard to keep up with words that have become inappropriate. We will take a look at some phrases that are considered universally incorrect and some basic guidelines. We'll also take a humorous look at some phrases that have gone too far.

The Cornerstones of Diversity

Diversity experts Armida Russell, Amy Tolbert, and Frank Wilderman have identified four cornerstones of diversity development. They are knowledge, acceptance, understanding, and behavior. We will examine each cornerstone in detail during this session.

How to Discourage Diversity

There are some practices that discourage diversity more than they encourage it. We will look at four common mistakes and how to avoid them.

The STOP Technique

Diversity expert Lenora Billings-Harris has developed a four-step technique that you can use when someone is behaving in an inappropriate manner. It's called STOP. Participants will learn about the technique through a lecture and will then practice it in a role play.

Managing for Diversity

During this brief lecture, we will look at some simple things managers and employees can do to encourage diversity in their workplace.

Dealing with Discrimination

To wrap up the day, we will discuss how to deal with discrimination as a manager and an employee.