Course duration

1 day

Course Benefits

- Learn the definition of diversity and other related terms.
- Learn the advantages and complications of diversity in the workplace.
- · Learn how to assess self-awareness of diversity.
- Learn the laws that protect against diversity discrimination.
- Learn how to implement the four cornerstones of diversity.
- Learn how to identify and promote individual differences.
- · Learn how to recognize stereotypes and biases.
- Learn how to confront negativity and overcome diversity obstacles.
- Learn how to increase diversity awareness within the work environment.
- Learn how to communicate more effectively in a diverse work environment.
- Learn prevention methods for diversity discrimination.
- Learn how to identify and report diversity discrimination.
- Learn how to manage discrimination while encouraging diversity within a team.

Available Delivery Methods

Private Class

Private classes are delivered for groups at your offices or a location of your choice.

Self-Paced

Learn at your own pace with 24/7 access to an On-Demand course.

Course Outline

- 1. Understanding Diversity
 - 1. What is Diversity?
 - 2. Other Terms for Diversity
 - 1. Advantages
 - 2. Complications
 - 3. Diversity Self-awareness
 - 4. History of Diversity in the Workplace
 - 5. Diversity Laws
- 2. Cornerstones of Diversity

- 1. Knowledge
- 2. Acceptance
- 3. Understanding
- 4. Behavior
- 3. Individual Differences
 - 1. Cultural Differences
 - 2. Personality Differences
 - 3. Generational Differences
- 4. Diversity Obstacles
 - 1. Stereotypes and Biases
 - 2. Confronting Stereotypes and Biases
 - 3. Overcoming Obstacles and Increasing Diversity Awareness
- 5. Communication
 - 1. Active Listening
 - 2. Nonverbal Communication
 - 1. Body Language
 - 2. Signals
 - 3. Speaking with Intent
- 6. Diversity Discrimination
 - 1. Prevention
 - 2. Identifying Diversity Discrimination
 - 3. Taking Action Against Diversity Discrimination
- 7. Diversity Leadership
 - 1. Managing Diversity Discrimination
 - 2. Encouraging Diversity
 - 1. Common Pitfalls
 - 3. Creating a Successful and Diverse Team

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.