

# Equity, Diversity, & Inclusion Essentials and Leadership Training Syllabus

Fall 2019

## Instructor Information

Instructor	Email	Office Location & Hours
Erin Waugh	erin.waugh@norquest.ca	Norquest College, 8:30-4:00, M-Fr

## General Information

### Description

Equity, diversity, and inclusion are critical elements for successful in any and all team environments. This in-person, 21hr workshop equips participants with practical tools and strategies to build awareness of EDI in their organization. Additionally, with an emphasis on intercultural competency, leaders will focus on increasing team productivity, maintaining strong working relationship, and building cultural self-awareness. Employee resource groups will also be highlighted, with a focus on how successful ERGs function, what support they need to succeed, and how they can positively influence all levels of an organization.

### Expectations and Goals

Your leaders will learn how attitude, behaviour, implicit and explicit bias, and trust affect team success. This will lead to greater care delivery through cultural interface and the implementation of inclusive principles. Understanding ERGs will equip Leaders to improve employee productivity, engagement and retention, and how to enhance the employer brand within the community.

## Course Details

Credits	Prerequisites	Delivery Mode	Investment
Non-credit	none	In Person	\$2,215

## General Learning Outcomes

Upon successful completion of this course, students will be able to

- Define key terminology related to equity, diversity and inclusion Ex 2
- Identify inhibitors to inclusive cultures (e.g., status cues, microaggressions)
- Identify enablers to inclusive cultures (e.g., supportive context, team charters)
- Describe the impact of unconscious bias on an inclusive culture
- Explain how increased diversity leads to greater innovation, productivity and an increased bottom line
- Apply a four step process for inclusive action at work and in the community
- Define the 6 intercultural skills
- Apply the 6 intercultural skills to various workplace scenarios

- Develop an intercultural development plan to track growth
- Identify the need for ERGs based on criteria specific to your organization
- Explore how ERGs can enhance internal communication and boost employee engagement
- Discover how ERGs connect their organizations to both stakeholders and community

### Learning Activities

Activities will be a coordination of:

Topics – (18 hours)	Activities
Key terms : equity, diversity, inclusion, exclusion, intersectionality, human rights and other important terminology	Inclusive climates begin at developing a shared understanding of basic terms. Participants will view selected videos to explore ideas of empathy, intersectionality and perspective-taking in individual and organizational contexts.
Inhibitors/Enablers to Bias	Exploring what works for and against inclusive climates and strategies for eliminating inhibitors and building the capacity in all team members for enabling inclusion.
Bias, stereotypes, discrimination and harassment	Learners will be understand the relationship between these terms They will examine of the idea of “unconscious bias” and explore strategies for mitigating bias.
Creating Team Charters/The Process for Calling In	Individuals will work together to create team charters and practice an effective communication strategy for having difficult conversations.
The 6 Intercultural Skills	Participants will experience an intercultural simulation and multiple intercultural learning activities to highlight the 6 skills for intercultural success.
Cultural Orientations	Participants will apply their understanding of the 6 intercultural skills to the concept of culture-general frameworks.
Intercultural Development Plan	Learners will build a trackable measurement tool to reflect on their personal and professional development of intercultural skills
Putting Employment Equity, Diversity and Inclusion into Action	Understanding employer’s obligation under policies or programs will build context for effective utilization of ERGs. Here, participants will work together to build a plan to start, integrate, and measure ERGs.
The Value of Employee Resource Groups	Participants will identify and define different types and benefits of ERGs— what they are and why they matter.
Secure sponsorship	In order to align ERGs with organizational strategy, participants will learn how to connect ERGs to leadership and their goals.
Doing ERGs: Allyship	Participants will discuss how ally involvement in ERGs can augment the learnings and uptake of ERG tenets in their organization.
Beyond the Business Case for ERGs	Using a variety of models and organizations as examples, participants will build a Mission, Vision, and Value statements that lay the foundation for utilization of ERGs. Examining best practices will help participants capitalize on their organizations unique ability to expand market reach, contribute to business goals, and promote EDI awareness to both stakeholders and community.

EDI Leadership Assignment – (3hrs)	Objective
Part I: Online Post	In this reflective post, participants will outline their top 3 learning from the course and how they relate to their work on an individual, team and organizational level. Each participant will also be expected to respond to at least two (2) other members of the cohort in a supportive yet critical manner.
Part II: Inclusion Audit	Participants will be asked to audit ASLS from a policy and procedures perspective using an Inclusion Lens. Participants will choose from one of three project audio choices: inclusive culture, leadership, or vision and mission

## Course Materials

### Required Texts, Materials, References

All required texts, materials and reference will be provided

## Course Schedule

Hours	Module Topic	Exercises
1	Engagement Survey	Completion and review
6	Equity, Diversity & Inclusion	Various
6	Intercultural Competency	Various
6	Employee Resource Groups	Various
3	EDI Leadership Assignment	Completion and submission

## Assessment

Date	Time
n/a	n/a

Certificate of completion will be awarded based upon attendance and participation.