

Full and Half Day Courses on Equality and Diversity

Many organisations have yet to fully access the real benefits that a diverse workforce can bring. Unfortunately many still believe 'Equal Opportunities' and 'Diversity' are interchangeable concepts, tending to focus on complying with Equality legislation and see activities in this area as something 'they must do'.

Individually many delegates do not look forward to Equality and Diversity training events as they do not immediately see the relevance, believing that the course will be quite dull. Also, they are often compulsory courses which further heightens the sense of 'must do' rather than 'want to do'.

Given the increasingly diverse workforce landscape in the UK it is important to make both organisations and individuals aware of the exposures and risks around behaviours which increasingly lead to legal challenge. However, it is so much more than that and our challenge and aim in running these courses is to create that 'light bulb' moment where there is the realisation that Diversity is, actually, a great aspiration.

We are passionate about changing mindsets on all areas of Diversity and both our half and full day courses aim to enlighten, inspire and create understanding about what Diversity really means.

All courses are highly participative using training techniques, which create impact, accelerate learning, stimulate debate and raise awareness. Delegates learn through doing and reflection. They are supported in their learning journey by trainer led facilitation.

The three most popular diversity courses we offer are:

- 🦋 **Our Organisation and Diversity – Risk Assessment to Action Planning**
- 🦋 **Raising Awareness in Equality and Diversity**
- 🦋 **Designing and Implementing an Equality and Diversity Strategy**

Further details of these courses are on the pages that follow. However, if you have a specific requirement which is not covered above please get in touch. We will be able to design something to suit your specific needs.

'Our Organisation and Diversity - Risk Assessment to Action Planning'

This full day course is aimed at helping organisations and their managers to identify the risks, exposures and lost opportunities through not embracing the values of Diversity.

We believe it is vital to 'take something back to the workplace' and as such the key output for this course is a plan, which identifies the actions that both the organisation and its managers will need to take and who will undertake them. This again highlights one of the fundamental core principles of our training, which is that courses must be relevant but also add value beyond the training event.

Again, we can tailor the programme to your specific requirements but here is a 'taster' of what this full day course will deliver:

Prejudices

Through a range of activities delegates explore their own personal prejudices and stereotypes in a safe way. We all have preconceptions and belief systems, which have come from our own upbringing. Recognising their existence is a fundamental step to removing bias and unconscious discrimination.

Also in this section we look at where prejudices may occur in the workplace.

The Business Case

This section is critical in obtaining recognition that there are huge business benefits to be gained from having a diverse approach to a number of aspects of business operation. We identify what these are through a range of activities.

Cultural Diversity

How many of us really know about the cultures and religions of those we work with? In this section we explore through fun activities what the fundamental beliefs of different cultures are and explore how these can be facilitated in the workplace. Most delegates are surprised at just how little they know!

The legal landscape

The ever-changing Equality legislation is explored through case study, interesting facts and reflection of where the organisation sits on specific areas. Is the organisation fully aware of what they should be doing? For each piece of legislation we look at what the organisation does now – and what it can and should do in the future together with who should do it. Below is a sample of Equality legislation covered:

- Sex Discrimination and Sexual Orientation.
- Disability Discrimination.
- Race Discrimination.
- Victimisation, Harassment and Bullying.
- Ageism and Rehabilitation of Offenders.
- Religious Discrimination.
- Parenthood, Maternity and Paternity Rights.
- Human Rights.

Scenarios

Throughout this course we use examples and scenarios to consolidate learning and add realism to what can sometimes seem to be an area that has no direct relevance to the individual. Again, delegates often comment that they hadn't realised what they were expected to do as individuals as they had seen Equality and Diversity as something the organisation should address.

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Action Planning

As discussed at the outset the overall output of the day is an action plan which can be taken back to the workplace and can provide the foundation for really embracing Diversity.

<p><i>Purpose of the Course</i></p> <ul style="list-style-type: none"> ▪ To undertake a risk assessment of where the organisation sits in terms of its current stance on Equality and Diversity. ▪ To examine individual prejudices and barriers to Diversity. ▪ To increase awareness and increase understanding of different cultures. ▪ To examine and create understanding of the legal framework on Equalities legislation. ▪ To create an organisational action plan for moving the organisation forward on Diversity. 	<p><i>Key Topics</i></p> <ul style="list-style-type: none"> ▪ Individual Prejudices. ▪ The business case for Diversity. ▪ Cultural Diversity. ▪ The Law. ▪ Diversity Risk Assessment. ▪ What the organisation and individuals should be doing on Diversity and why. ▪ Action Planning.
<p><i>Objectives</i></p> <p>By the end of this course participants will be able to:</p> <ul style="list-style-type: none"> ▪ Identify their own prejudices and how they might stereotype. ▪ Understand why an organisation should move from complying with legislation towards making a clear business choice to embrace Diversity. ▪ Understand different cultures and religions. ▪ Understand the principles of law which govern Equality and Diversity. ▪ Make plans for how they and their organisation will move forward on Diversity. 	<p><i>Learning Methods</i></p> <ul style="list-style-type: none"> ▪ Highly interactive and probably not what the delegates will be expecting of this subject! ▪ Accelerated learning techniques are used throughout, to enhance understanding by doing and reflecting. ▪ Case studies and scenarios bring realism to the event. ▪ Trainer facilitation of the formation of an organisational specific action plan truly brings relevance and commitment to this important area for both the organisation and the delegates.

'Raising Awareness in Equality and Diversity'

Duration - Half Day

Ideal for embedding Diversity understanding and awareness with large numbers of staff who will be key to driving the organisation forward on Diversity through their own individual behaviours.

The half-day course follows much of the programme for the full day but due to time constraints action planning is omitted and Equality legislation only briefly touched on.

Although only a half day the impact of this course has been significant, with delegate feedback ranging from "not only was it not what we were expecting but we all really enjoyed it" to "it's the most practical learning I've had in half a day!".

As with all our courses this one can be designed to meet your specific needs such as bringing in your own organisational strategy or communicating requirements of individuals specific to your business.

Using a wide range of activities and learning techniques this course will cover the following key topics:

The difference between Equal Opportunities and Diversity

Making it clear what the difference is between Equal Opportunities and Diversity. Equal Opportunities is a term which most people think they understand but has now almost lost its meaning because the term has been over used. What is Diversity and what does it really mean?

The Business benefits of Diversity

Delegates are asked to consider what they see as the potential benefits of being proactive on Diversity issues. This is an often enlightening session, packed with activities where individuals start to connect with a subject they thought was inaccessible or not for them personally.

Cultural Diversity

A short session on the differences of cultures and religion.

What makes embracing Diversity a good thing for the organisation

A summary session to consolidate the activity of the previous section where the 'headline' benefits suddenly are broken down to reveal benefits of Diversity for the individual, the customer and organisational performance – which is great for everyone!

What are the barriers to embracing Diversity?

We look at the organisational barriers to embracing Diversity – both the organisational process barriers and the individual prejudices and stereotypes which hinder fully accessing the real benefits of Diversity.

Diversity and your organisation / sector

Here we look at the culture of the organisation, the sector and UK demographics in which the business operates to highlight barriers and opportunities for increasing Diversity and establishing that without Diversity organisational performance can not be maximised.

Headline coverage of the main areas of discrimination

The main areas of discrimination are highlighted to afford a basic understanding of where the risks and exposures lie. Often unconscious discrimination is revealed.

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The costs of allowing discrimination

The risks to the business and the individual in allowing discrimination to take place are highlighted. Delegates are given case studies and scenarios of real situations where discrimination has cost highly – both in financial and individual terms.

Accessing the benefits

A consolidation session where the learning of the previous section is summarised and embedded.

<p><i>Purpose of the Course</i></p> <ul style="list-style-type: none"> ▪ To raise awareness and understanding of Equality and Diversity. ▪ To provide a clear explanation of the differences between Equal Opportunities and Diversity. ▪ To increase understanding of Cultural Diversity. ▪ To increase understanding of the business benefits that can be obtained through implementing Diversity across the business. ▪ To examine the obstacles to Diversity from a personal and organisational perspective together with delivering understanding of why Diversity is a good thing for all concerned. ▪ Raising understanding and awareness of areas of discrimination. 	<p><i>Key Topics</i></p> <ul style="list-style-type: none"> ▪ Differences between compliance led Equal Opportunities and choice led Diversity. ▪ The Business Benefits. ▪ Individual and Organisational barriers and to Diversity. ▪ Different cultures and religions. ▪ The positive benefits of Diversity. ▪ The costs of not focusing on Diversity. ▪ Organisational factors affecting Diversity – the demographics, the needs, the challenges. ▪ Discrimination – the legal context.
<p><i>Objectives</i></p> <p>By the end of this course participants will be able to :</p> <ul style="list-style-type: none"> ▪ Define the difference between Equal Opportunities and Diversity. ▪ Identify their own prejudices and stereotypes. ▪ Understand the business benefits and the need to focus on Diversity. ▪ Define the main elements of different cultures and religions. ▪ Highlight obstacles to Diversity and identify how these might be overcome. ▪ Understand the main elements of discrimination. 	<p><i>Learning Methods</i></p> <ul style="list-style-type: none"> ▪ A highly participative course which brings fun and action to the event. ▪ Use of group work. ▪ Use of accelerated learning techniques and activities designed to allow the delegate to learn through doing. ▪ Use of case studies and scenarios. ▪ Trainer led discussion and facilitation.

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‘Designing and Implementing an Equality and Diversity Strategy’

From the organisational perspective there are huge business benefits to be gained from devising and implementing a Diversity Strategy. A half-day course is available to help organisations start to identify areas of focus.

This course will be designed to the organisation’s specific needs and assumes some background knowledge and understanding of the areas of Diversity and Equalities Law.

There will be an element of pre-course work for this event, which will allow delegates to tune into the issues they need to plan for and enables this course to be run in half a day. There must be a strong commitment from the organisation to cover the pre-course work before attendance to ensure the benefits of this course are maximised.

Pre Course Work

There will be an element of reading before the course which will explain the basic principles of devising a Diversity strategy and project planning.

The delegates will be asked to identify areas within their own department or as an organisation as a whole that the strategy will need to address. The delegates will be strongly encouraged to use anecdotal or real life experience to underpin the need for action.

The course will be tailored but will usually contain elements of the following:

- ✦ **Where we are now?** Delegates will be asked to view their departmental and organisational position in terms of where Diversity is working well and where there may be areas for improvement.
- ✦ **Where do we need to be?** Through a variety of activities delegates will be asked to chart the overall objectives of the Diversity Strategy and plan for how to get there.
- ✦ **Formulising the strategy** From the previous activities the strategic goals of the organisation in the area of Diversity will be defined.
- ✦ **Action Planning** For each objective in the Strategy a defined action plan is produced with success criteria, tasks and task allocation, time scale and costs outlined.

<p><i>Purpose of the Course</i></p> <ul style="list-style-type: none"> ▪ To create or further define strategic goals on Diversity. ▪ To create an action plan to support the delivery of the strategy. 	<p><i>Key Topics</i></p> <ul style="list-style-type: none"> ▪ Risks and Exposures. ▪ Strategy creation. ▪ Action Planning.
<p><i>Objectives</i></p> <p>Again dependent on the organisation requirements but usually by the end of this course participants will be able to:</p> <ul style="list-style-type: none"> ▪ Understanding of the key areas of risk and exposure specific to the organisation. ▪ Identification of key organisational and departmental goals on Diversity. ▪ Definition of the Actions which will deliver the strategic goals. 	<p><i>Learning Methods</i></p> <ul style="list-style-type: none"> ▪ Action focused. ▪ Focus on specific task of creating the action plan and strategy. ▪ Use of exercises and fun activities to make the planning process active and effective. ▪ Trainer led facilitation.