

**Diversity, Equity & Inclusion Demystified**

**Course Number:** DEI-100
**Duration:** 2 days

**Overview**

DEI Demystified is the foundational course for this DEI series.  Embracing diversity, equity, and inclusion (DEI) is essential to the success of corporations, government agencies, and institutions of all types and sizes. In this DEI Demystified course, participants will learn the components of DEI and explore its core values, benefits, and practices.

As part of the class, participants will strengthen recognition of unconscious bias, microaggressions, and blind spots, and learn strategies to reverse these practices, creating a culture of equity and inclusion that benefits all team members, clients, and the public. Too often organizations are reluctant to adopt the work of DEI, fearing a culture that may become rooted in blame and upheaval. This DEI course is centered in the six “C’s” fostering Compassionate, Courageous, Candid, Committed, and Creative Change Agents. The focus is on growth, learning, and transformation and a recognition that challenges can be a catalyst for change and growth.

**Prerequisites**

No prior coursework is required.

**Materials**

* DEI Interactive Exercises
* Ongoing Access to the DEI Resource (Curated) Library upon completion of this course
* DEI Demystified Course Deck
* DEI Overview Materials for all employees
* DEI Terminology Resource (Curated)

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**Software Needed on Each Student PC**

For in-person deliveries, attendees will not need computers for this course. We will provide full classroom setup instructions that will include seating in small groups and one large circle, with supplies such as flipcharts, sticky notes, markers, and pens for the attendees and a projector and Internet connection for the instructor's laptop.

Online deliveries for this interactive training will use an online meeting platform (such as Zoom, WebEx, GoTo, or Teams) to have face-to-face contact online, including use of breakout rooms for group activities.

**Objectives**

* Understand and demystify the concepts of diversity, equity, and inclusion
* Understand and define the benefit of a DEI initiative
* Understand how to create a culture of empathy, vulnerability, bravery, and accountability
* Engage in candid and courageous conversations
* Describe methods to actively work to build a safe and inclusive space
* Identify core values that undergird and support DEI practices, e.g., trust and respect
* Frame challenges and obstacles through a lens of positivity and as a catalyst for growth
* Practice a methodical process of harm-reduction, including limiting the harmful effects of your own implicit and explicit biases
* Recognize the power of the heart in DEI
* Employ strategies to amplify DEI and allyship within your community and organization
* Develop a core understanding of why DEI matters to you and to your organization
* Define what impact, legacy, or position you want your organization to have
* Design strategies for measuring impact and defining success
* Define the benefits of a diverse, equitable, and inclusive workplace (e.g., increased productivity, staff retention, and morale)

**Outline**

* Introduction
* Organizational Transformation and its Benefits
* DEI Demystified
* Diversity, Equity & Inclusion (DEI) Defined
	+ What are the fundamentals of DEI?
	+ Your Diversity Story
	+ Equity vs Equality: Access, Fairness and Opportunity
	+ Inclusion and the meaning of Safe Space
* DEI Benefits
	+ What are the Core Benefits of DEI in the Workplace?
	+ Understanding How DEI can Maximize Productivity and Results
	+ Understanding How DEI can Foster Collaboration and Community
* The Real Fears and Challenges of Taking On DEI
	+ A Safe Space to Discuss Fear, Threat, and Misunderstanding
	+ What Are Obstacles to DEI
	+ What Is a Candid and Courageous Conversation?
	+ What Does It Take to Create Employee Engagement?
* DEI Heart Strides
	+ The Process of Transforming Mind and Heart
	+ The Four Pillars of Heart Strides Work
	+ Engaging In Empathetic Leadership
* DEI Explored
	+ DEI Terminology
	+ Distinguishing Unconscious Bias and Blindspots
	+ From Microaggressions to Building Micro-behaviors
	+ Conscious Bias
	+ The Many Forms of Discrimination
* DEI Matters
	+ Acknowledge and Speaking Plainly of Harm and Trauma
	+ How to Bridge Resistance and Fear
	+ How to Encourage Team Members to See Value and “Choose” DEI
	+ Define Your Company Culture Before It Defines You
	+ What is Your Company Legacy Going to Be?
	+ Building A Model for Healing and Progress
* DEI Advocates and Champions
	+ Choosing DEI
	+ Change Agents
	+ Allyship
	+ Building community
* DEI Amplified
	+ Stay Relevant, Fluid, Open to Best Practices
	+ Change is Uncomfortable
	+ Stories, Cases, Lived Experiences, and the Power of Active Listening
* DEI Conclusion and Next Steps