



Integrating Diversity and Inclusion Into All Training

by Lee Gardenswartz, Ph.D. and Anita Rowe, Ph.D.

Inclusive organizations are those where inclusion is the norm and where differences are leveraged for the benefit of all. Training is one touch point where you can foster these aims which is why many organizations conduct Diversity and Inclusion training for managers and employees as part of their D&I process. However, those sessions are not the only venue for helping staff deal more effectively with differences. D&I can be supported and reinforced in all trainings by integrating essential diversity concepts and experiences into any session.

Paying attention to both the content of training and using inclusive processes can continue D&I learning by weaving it into the experience. The following checklist can guide you in integrating D&I into training sessions in your organization. You can see it three ways, in reviewing current training, revising where necessary and designing new training programs.

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CONTENT	
	1. A wide range of approaches and methods, rather than one best way, are taught.
	2. Advantages and disadvantages of each method are discussed.
	3. Diversity is depicted through examples and cases.
	4. Situations and examples do not reinforce stereotypes.
	5. The influence of culture and background is included in explanations and analyses of behaviors and situations.
	6. Assumptions and preconceived notions are challenged.
	7. Visual materials depict a diverse array of individuals.
	8. Language used is non-sexist and non-racist.
	9. Trainers and curriculum designers have a solid understanding of diversity concepts such as cultural differences, stereotypes, prejudice and unconscious bias.
	10. Training content reinforces understanding and responding effectively to differences in others.
PROCESS	
	11. A variety of learning and teaching methods are used.
	12. Participants are clustered in various kinds of mixed groupings.
	13. Trainers represent diversity in dimensions such as age, gender, ethnicity, race, level, and education.
	14. Both written and visual materials are utilized.
	15. Written materials are provided at an appropriate level of literacy and in other languages if needed.
	16. Training is designed and reviewed by a diverse group of staff members.

	17. The cultural and individual needs and preferences of participants are assessed and taken into account.
	18. Ethnic, gender (or other) slurs, jokes, and comments are not tolerated in training sessions.
	19. Participants are not singled out for embarrassment or ridicule.
	20. Learning activities are comfortable for participants.