**Management Facilitator Guide**

Manager Module Facilitator Guide

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**(Slide 1) Introduction**

* Speaker Introduction: Hello everyone, my name is \_\_\_\_\_\_\_\_\_ and I’m excited to present the Management Module of this DEI training.

**(Slide 1) Engage Audience (Depending on workshop size)**

* Please state your name, where you are from, how long you have been engaged in the company.

**(Slide 2) Overview Slide**

Here is a list of the sections we are going to cover today.

* Introduction to Diversity, Equity, and Inclusion (DEI)​
  + First, we’ll have a brief overview of the main topics of diversity, equity, and inclusion
* Role of management in DEI success​
  + Here we talk about some of the roles of upper management in the diversity training process
  + Next is the overview of the modules included in the training program
* Module 1- Terms, Myths, and Goals ​
* Module 2- Approaching Self Development ​
* Module 3- Best Practices​
* Deliverables and Resources
  + Finally, some items and resources that are included

**(Slide 3) What is Diversity, Equity, and Inclusion (DEI)?**

Diversity​

* Presence of differences that may include race, gender, religion, sexual orientation, ethnicity, nationality, socioeconomic status, language, (dis)ability, age, religious commitment, or political perspective.​

Equity​

* Promoting justice, impartiality, and fairness​
* Ensures everyone has access to the same treatment, opportunities, and advancement​

Inclusion​

* The outcome to ensure those that are diverse actually feel and/or are welcome​
* Refers to how people with different identities feel like part of the larger group​
* Diversity, Equity, and Inclusion are mutually reinforcing principles within an organization.​

**(Slide 4) Importance of DEI**

Why should you prioritize DEI for the organization?​

* DEI programs are an essential aspect of building engaged and happy employees​
* Fosters higher degrees of engagement, productivity, and innovation that contribute to increased revenue ​
* Companies that are more diverse are often more successful with working with a variety of different audiences​
* Higher productivity ​
  + A Gartner (research and advising leader) study predicts that through 2022, 75% of companies with diverse and inclusive decision-making teams will exceed their financial targets. The study found that gender-diverse and inclusive teams outperformed their less inclusive counterparts by 50%.
* Increased revenue​
  + Companies that reported above-average diversity on their teams also reported innovation revenue that was 19 percentage points higher than that of companies with below-average diversity
  + Diversity means diversity of minds, ideas, and approaches -- which allows teams to find a solution that takes into account multiple angles the problem, thus making the solution stronger, well-rounded, and optimized. Therefore, diversity is key to a company's bottom line.

**(Slide 5) Why Invest in Diversity, Equity, and Inclusion**

Why should you prioritize DEI for the employee?​

* Employees will have higher levels of trust in the organization​
* Employees will be more comfortable in the work environment​
* Higher employee satisfaction​
  + In a Deloitte survey, 83% of millennials reported higher levels of engagement when they believed their company fosters an inclusive culture.
* May foster better teamwork amongst employees​
* May provide a morale boost to employees

**(Slide 6) Downfalls of not prioritizing DEI**

Why should you prioritize DEI for the organization?

* Lack of variety in input, opinions, experience, etc. ​
* Employees will not feel welcome, accepted, or included which can lead to weaker job performance and possibly snowball into reduced revenue
* Poor public perception​
* Higher turnover rates within the organization​
* Potential for lower employee satisfaction​
* Lawsuits

**(Slide 7) Role of Management in Diversity Success**

* The critical role of leadership and its influence on the success of diversity initiatives​
* Support transparency between the different levels of the organization​
* Upper management has the power to enact policy change​
* Management are the role models

**(Slide 8) The Role of Management in Diversity Success (Part 2)**

* Continual engagement in the process​
* Consistent implementation and enforcement of DEI principles ​
* Encourage collaboration and implementation of feedback​
* Oversee progress updates

**(Slide 9) Overview of Training**

* The material can be delivered in two primary ways based on the resources and time available ​
* Self-directed learning​
* Pre-recorded videos, PowerPoints, assessments ​
* Facilitator-based learning ​
* Facilitator notes, PowerPoints, data interpretation​

**(Slide 10) Module 1: Terms, Myths, and Goals**

* Introduce and define terms frequently used in DEI topics​
* Addressing myths that are detrimental to DEI training​
* Establish goals that organizations can set for diversity initiatives​

**(Slide 11) Module 2: Approaching Self Development**

* Notify employees and the organization on how they can utilize self-awareness and combat biases to help create a more diverse and inclusive workplace environment ​​
* Communicate individual and organizational benefits of this process​

**(Slide 12) Module 3: Best Practices**

* To enlighten employees and the organization on general practical application/practices in which can help create a more diverse and inclusive workplace environment ​​
* Advise organizations and employees about the value of these applications/practices ​

**(Slide 13) Deliverables**

* PowerPoint Slide Decks​
  + PowerPoint for each module of the training course​
* Video Instruction​
  + Recorded videos and audio to provide content to employees and guidance for facilitators

**(Slide 14) Resources**

* Surveys ​
  + Pre-made Excel workbooks​
  + Instructions for data entry ​
  + Instructions for interpretation
* Facilitator guide​
  + Quizzes​
  + Facilitator Word Document​
  + Discussion Questions

References for productivity figures

* <https://www.forbes.com/sites/annapowers/2018/06/27/a-study-finds-that-diverse-companies-produce-19-more-revenue/#7e46060e506f>
* <https://www.purdueglobal.edu/blog/careers/how-does-workplace-diversity-affect-business/>