

## **E-Learning Module: Diversity, Equity, Inclusion, and Belonging (DEIB) Awareness**

### **Slide 1.1: Introduction to Diversity, Equity, Inclusion & Belonging**

**Script/Notes:** Welcome to Diversity, Equity, Inclusion, and Belonging Awareness training. In this module, we'll explore the concepts of diversity, equity, inclusion, and belonging, and why they are crucial for creating a positive and productive workplace. By the end of this training, you'll understand the importance of diversity, equity, inclusion, and belonging, recognize how these principles can reduce workplace conflicts, and learn actionable steps to foster a more inclusive environment. Click start to begin.

**Design:**

- Watercolor diverse group of people standing together background.
- White text box partially transparent containing the course title appearing after .50 seconds.

### **Slide 1.2: Defining Diversity, Equity, Inclusion and Belonging**

**Design:** A “click and reveal” interaction including buttons with customized hover states that trigger layers of text, graphics, and audio.

#### **Base Layer**

**Script/Notes:** Diversity, Equity, Inclusion, and Belonging are fundamental to creating a welcoming and productive workplace for everyone. Click on each term to reveal its definition.

**Visuals:**

- People vector diversity/inclusion image across top of slide.

#### **Diversity Layer**

**Script/Notes:** Diversity refers to the variety of differences among people in an organization. This includes race, ethnicity, gender, age, religion, disability, sexual orientation, education, and many other attributes. A diverse workforce brings together unique perspectives and experiences, fostering innovation and creativity. Embracing diversity helps organizations better understand and serve their customers and communities.

**Visuals:**

- Diversity icon
- Bulleted list appearing on cue with the script:
  - Variety of differences among people in an organization.
  - Brings together unique perspectives/experiences.
  - Helps organizations better understand customers/communities.

#### **Equity Layer**

**Script/Notes:** Equity is about fairness and justice in processes and outcomes. Unlike equality, which means treating everyone the same, equity involves recognizing different needs and circumstances and providing the necessary resources and opportunities for all individuals to succeed. Implementing equitable practices ensures that all employees have access to the same opportunities, regardless of their starting point.

**Visuals:**

- Equity icon
- Bulleted list appearing on cue with the script:
  - Fairness and justice in process and outcomes.
  - Providing necessary resources/opportunities for all individuals to succeed.
  - All employees have access to the same opportunities.

**Inclusion Layer:**

**Script/Notes:** Inclusion is the practice of creating environments in which any individual or group can feel welcomed, respected, supported, and valued. It goes beyond simply having diverse individuals in the workplace; it means actively involving everyone and ensuring they feel they belong. Inclusive workplaces see higher employee engagement, satisfaction, and retention.

**Visuals:**

- Inclusion icon
- Bulleted list appearing on cue with the script:
  - Environments where everyone feels welcomed, respected, supported, and valued.
  - Actively involving everyone.
  - Inclusive workplaces have employee engagement, satisfaction, and retention.

**Belonging Layer:**

**Script/Notes:** Belonging is the sense of being accepted and valued for who you are. While inclusion involves being invited to participate, belonging means feeling like a vital part of the team. When employees feel they belong, they are more likely to be engaged, motivated, and productive, contributing to a positive and cohesive work environment.

**Visuals:**

- Belonging icon
- Bulleted list appearing on cue with the script:
  - Being accepted and valued for who you are.
  - Feeling like a vital part of the team.
  - When employees belong, they are more engaged, motivated, and productive.

**Slide 1.3: Steps to Foster DEIB**

**Design:** A “click and reveal” interaction including buttons with customized hover states that trigger layers of text, graphics, and audio.

**Base Layer**

**Script/Notes:** There are several actionable steps you can take to foster diversity, equity, inclusion, and belonging in your workplace. Click on each step to learn more.

### **Understand/Appreciate Diverse Perspectives Layer:**

**Script/Notes:** To understand and appreciate diverse perspectives, it's essential to encourage open dialogue and create safe spaces where employees feel comfortable discussing diversity, equity, inclusion, and belonging topics. Active listening and empathy are crucial in these conversations. By genuinely trying to understand different viewpoints and experiences, we can foster a more inclusive and respectful workplace.

#### **Visuals:**

- Bulleted list appearing on cue with the script:
  - Encouraging open dialogue.
  - Creating safe spaces for discussions about DEIB.
  - Practicing active listening and empathy.

### **Fostering An Inclusive Environment Layer**

**Script/Notes:** Creating an inclusive work environment involves celebrating diversity and recognizing cultural events from various backgrounds. Highlighting diverse voices in company communications and fostering collaboration among diverse teams are also essential. These practices help build a workplace where everyone feels valued and included.

#### **Visuals:**

- Bulleted list appearing on cue with the script:
  - Celebrating diversity through cultural events.
  - Highlighting diverse voices in company communications.
  - Fostering collaboration among diverse groups.

### **Challenging Bias Layer:**

**Script/Notes:** Challenging bias means acknowledging that everyone has biases and being aware of your own preconceptions. Organizations should ensure that objective criteria are used in decision-making. Additionally, challenging biased behavior and supporting others in doing the same strengthens the organization's commitment to diversity, equity, inclusion, and belonging.

#### **Visuals:**

- Bulleted list appearing on cue with the script:
  - Acknowledge that everyone has biases.
  - Use objective criteria for decision-making.
  - Challenge biased behavior and support others in doing the same.

### **Scene 2: Knowledge Check**

#### **Graded Questions (Form-Based)**

1. **What is the difference between equality and equity?**
  - A) Treating everyone the same
  - B) Recognizing and meeting different needs

- C) Providing the same resources to everyone
- D) Ensuring everyone has the same job role *(Correct Answer: B)*

**2. Which of the following actions helps foster inclusion?**

- A) Ignoring differences
- B) Encouraging open dialogue
- C) Assigning tasks based solely on seniority
- D) Only celebrating major holidays *(Correct Answer: B)*

**3. True or False: Belonging means feeling like a vital part of the team. (Correct Answer: True)**

**4. Why is diversity important in the workplace?**

- A) It ensures everyone has the same opinions.
- B) It brings together unique perspectives and fosters innovation.
- C) It reduces the need for training programs.
- D) It simplifies decision-making processes. *(Correct Answer: B)*

**5. How can you challenge bias in the workplace?**

- A) By ignoring biased comments.
- B) By being aware of your own biases and speaking up against discrimination.
- C) By treating everyone the same regardless of their needs.
- D) By focusing only on productivity metrics. *(Correct Answer: B)*

**6. Which of the following practices can help create a safe space for DEIB discussions?**

- A) Allowing only management to speak.
- B) Encouraging open and respectful dialogue.
- C) Avoiding DEIB topics altogether.
- D) Criticizing different viewpoints. *(Correct Answer: B)*

**7. How can companies highlight diverse voices in their communications?**

- A) By featuring stories and achievements of diverse employees.
- B) By focusing only on senior management.
- C) By using a uniform communication style.
- D) By avoiding cultural topics. *(Correct Answer: A)*