

Diversity Management

Learning Outcomes: On completion of this session, learners will be able to:

- Define diversity management.
- Discuss diversity in the workplace.
- Discuss the benefits of a diversity management strategy for businesses/organisations.
- List the main diversity issues faced in SMEs and community organisations, in general.
- Understand the steps involved in developing a diversity management strategy.
- Evaluate the most appropriate diversity management strategies for their business/organisation.
- Discuss why it is important to measure the impact of a diversity management plan in a business/organisation.

| Description of Activity/ Advice for Trainers | Duration (in minutes) | Materials/Equipment Required | Evaluation/Assessment |
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| <p><u>Workshop Opening:</u></p> <ul style="list-style-type: none"> ● The trainer introduces the topic of 'diversity management' by asking participants what their understanding of the term is and to provide their own definition in a plenary. ● The trainer takes a note of these definitions on a flipchart to refer to in the feedback session during the workshop closing. ● The trainer then provides some common definitions using a PowerPoint slide. | <u>20</u> | <ul style="list-style-type: none"> ● Flipchart/whiteboard and markers ● Projector and screen ● Laptop ● PowerPoint slides | <p>The trainer evaluates the success of the session, based on the participation of all individuals in the activities. As a follow-up exercise, the trainer invites all participants to read chapter 3, of the Collaboration Management Manual.</p> |

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| <p><u>Activity 1: Presentation and Small Group Activity</u></p> <ul style="list-style-type: none"> • The trainer introduces some of the common issues related to diversity management in the workplace using a PowerPoint. • The trainer then leads a short group discussion, asking: 'how can a diversity management strategy improve your business or organisation?' • The trainer takes note of the key points on a flipchart. • The trainer then divides the participants into pairs/small groups of 3 to answer the following questions: <ol style="list-style-type: none"> 1. Have you experienced any of these issues in your own work environment in the past? 2. Are these issues applicable to your organisation at the moment? 3. How could a diversity management strategy help you to overcome these issues? • After 20 minutes, the trainer brings the whole group back together and hosts a feedback session from all groups. • The trainer takes note of the key points from the discussion on a flipchart. | <p><u>50</u></p> | <ul style="list-style-type: none"> • Flipchart/whiteboard and markers • Projector and screen • Laptop • PowerPoint slides | <p>The trainer evaluates the success of the session, based on the participation of all individuals in the activities. As a follow-up exercise, the trainer invites all participants to read chapter 3, of the Collaboration Management Manual, to enhance their understanding of diversity in the workplace.</p> |
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| <p><u>Activity 2: Presentation and Individual Activity:</u></p> <ul style="list-style-type: none"> ● The trainer uses a PowerPoint slide to present the steps involved in developing a diversity management strategy. ● The trainer leads a short group discussion on the different steps, inviting all participants to relate each step to the businesses and organisations in the room. ● Following this discussion, the trainer invites all participants to work on their own – or with a partner if they are from the same organisation or business. ● Through this individual activity, participants should reflect on the issues they identified in their own business or organisation in the previous step and to set some diversity management goals for their business or organisation. ● Once they have set one or two goals, participants can choose the most appropriate diversity management practices for their business or organisation and why? ● After 20 minutes, the trainer brings the whole group back together to discuss which goals were set and which practices were chosen and why they were chosen. | <p><u>50</u></p> | <ul style="list-style-type: none"> ● Flipchart/whiteboard and markers ● Projector and screen ● Laptop ● PowerPoint slides | <p>The trainer evaluates the success of the session, based on the participation of all individuals in the activities. This session will also be evaluated based on the relevance of the goals set by participants for their own diversity plans. As a follow-up exercise, the trainer invites all participants to read chapter 3, of the Collaboration Management Manual, to enhance their understanding of how to develop a diversity management strategy.</p> |
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| <p><u>Activity 3: Group Discussion and Plenary Session</u></p> <ul style="list-style-type: none"> ● The trainer leads a short group discussion, asking: Why is it important to evaluate the success of diversity management strategies? ● In a plenary session, the trainer then invites participants to discuss different metrics they could use to measure the impact of their diversity management strategy. ● The trainer takes note of all key points on the flipchart. ● The trainer then relates the evaluation of diversity management to Circular Business Models, by asking participants why it is important in this context? And would their metrics change in a CBM and why? ● Again, the trainer takes note of the key points on a flipchart. ● The trainer gives participants a tip-sheet on how they can apply these metrics to assess the impact of a diversity management strategy in their organisations. | <p><u>50</u></p> | <ul style="list-style-type: none"> ● Flipchart/whiteboard and markers | <p>The trainer evaluates the success of the session, based on the participation of all individuals in the activities. As a follow-up exercise, the trainer invites all participants to read chapter 3, of the Collaboration Management Manual, to enhance their understanding of how to measure the impact of a diversity management strategy.</p> |
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| <p><u>Workshop Close & Evaluation</u></p> <ul style="list-style-type: none"> ● To close the workshop, the trainer shows the flipchart with the different definitions of diversity management that were shared by the participants at the beginning of the session. ● The trainer then asks participants to comment on how they understand the topic of diversity management now and if their understanding has been changed based on this workshop. ● The trainer leads a short verbal feedback session, thanks all participants for their contribution to the workshop and closes the session. | <p><u>10</u></p> | <ul style="list-style-type: none"> ● Flipchart/whiteboard and markers. | <p>The trainer evaluates the success of the workshop based on the feedback provided from all participants during this session. The trainer invites all participants to access additional training materials on the Circulink online platform.</p> |
| <p>Total time</p> | | <p>3 hours</p> | |