

Inclusive Workplace Culture: Leading and Sustaining a Culture Transformation

Intended Audience	Mid-level	Delivery Options	<ul style="list-style-type: none">• 2-Day In-Person (Onsite or Seminar)• 4-Week Virtual
HR Competencies	<ul style="list-style-type: none">• HR Expertise (HR Knowledge)• Global & Cultural Effectiveness• Leadership & Navigation	Recertification*	SHRM: 15 PDCs

Program Overview

Numerous research studies confirm that diverse workforces lead in innovation, productivity and profitability. The key to unlocking these organizational benefits is to create supportive environments where authenticity and psychological safety thrive. In this enlightening, scenario-based course, you will discover the characteristics and impact of a comprehensive diversity, equity and inclusion approach, including how to increase diversity and support equity within the structure of your organization. Through meaningful discussions that highlight what an inclusive culture is, why it matters and how to develop one, you will acquire tools and techniques to foster a meaningful culture of belonging for your staff. You will learn how to make mindful decisions; support sustainable change; and build strong initiatives to engage, develop and motivate your employees.

Program Objectives

This program is designed to provide you with the knowledge and skills necessary to:

- Explore techniques to create, maintain, and measure an inclusive workplace through communication, mentorship, hiring practices, executive level support, facilitation, listening, data reporting, and training
- Apply strategies that foster inclusion to common workplace situations by addressing implicit bias, making mindful decisions, and reinforcing positive change
- Write a plan that identifies next steps for creating an inclusive workplace culture at your organization

Program Modules

This program includes the following modules:

Module 1: Introduction

Module 2: Building a Diverse Foundation

- Diversity: The Four Layers
- The Four Dimensions of Covering
- How Do You See Yourself? Your Diversity Story



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- Bias and Discrimination
- How Bias Impacts Employees

Module 3: Moving from Diversity to Inclusion

- Defining Inclusion
- Levels of Inclusion
- How Do You Fit In? Your Inclusion Story

Module 4: Introducing Inclusive Workplace Culture

- Defining Inclusive Workplace Culture
- How Workplace Culture Happens
- The Transformation to Workplace Culture
- Inclusive Workplace Culture: Why It Matters
- Introducing the Foundations of an Inclusive Workplace Culture

Module 5: IWC Foundation: Recruitment and Onboarding

- Inclusive Recruitment Basics
- Tips for Reviewing Job Descriptions
- Employing People with Disabilities
- Employing Veterans
- Employing Older Workers
- Returnships
- Inclusive Onboarding
- Accommodations
- Measuring Recruitment and Onboarding Success

Module 6: IWC Foundation: Total Rewards

- Offering Inclusive Benefits
- Sex and Gender Terminology
- HR's Role in Trans-Inclusive Health Insurance
- Parental Leave
- Dependent Care
- Flexible Work Arrangements
- Rewarding Inclusive Behavior
- Assessing Pay Equity
- Measuring Total Rewards Success

Module 7: IWC Foundation: Growth and Development

- Inclusive Performance Management Basics
- Inclusive Training Basics
- Creating Accessible Course Materials
- Six Traits of Inclusive Leadership
- Resolving Cross-Cultural Conflict
- Measuring Growth and Development Success

Module 8: IWC Foundation: Belonging Initiatives

- Designing High-Impact Belonging Initiatives
- Affinity Groups and Employee Resource Groups
- Designing Mentoring Programs
- Inclusive Office Design



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Module 9: Developing a Strategic Plan

- Creating Culture Intentionally
- Using a Strategic Plan for Culture Change
- The Power/Interest Matrix
- Components of a Strategic Plan
- The SOAR Diagram
- Design Thinking Exercise
- A Plan for Your Strategy

Module 10: Managing and Sustaining Culture Change

- Your Role as Change Agent
- The Culture Iceberg
- A Framework for Sustainable Culture Change
- Creating a Sense of Urgency
- Choosing a Change Model
- Culture Change Case Study
- A Plan for Your Change

Module 11: Conclusion

- Next Steps
- Program Objectives
- The Knowledge Center
- Course Conclusion

Program Agendas

2 Day In-Person

Day 1:

Module #	Module Title	Time Frame
Module 1	Introduction	8:30 am-8:45 am
Module 2	Building a Diverse Foundation	8:45 am-9:15 am
Module 3	Moving from Diversity to Inclusion	9:15 am-9:45 am
Module 4	Introducing Inclusive Workplace Culture	9:45 am-10:30 am
BREAK		10:30 am-10:45 am
Module 5	IWC Foundation: Recruitment and Onboarding	10:45 am-12:15 pm
LUNCH		12:15 pm-12:45 pm
Module 6	IWC Foundation: Total Rewards	12:45 pm-3:30 pm
BREAK		3:30 pm-3:45 pm
Module 7	IWC Foundation: Growth and Development	3:45 pm-5:00 pm

Day 2:

Module #	Module Title	Time Frame
Module 8	IWC Foundation: Belonging Initiatives	8:30 am-10:30 am
BREAK		10:30 am-10:45 am
Module 9	Developing a Strategic Plan	10:45 am-12:00 pm
LUNCH		12:00 pm-12:30 pm
Module 9	Developing a Strategic Plan	12:45 pm-1:30 pm
Module 10	Managing and Sustaining Culture Change	2:00 pm-3:45 pm
BREAK		3:45 pm-4:00 pm
Module 10	Managing and Sustaining Culture Change	4:00 pm-4:30 pm
Module 11	Conclusion	4:30 pm – 5:00 pm



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4-Week Virtual

Session	Module #	Module Title	Time Frame
Week 1			
Session 1	Module 1	Introduction	15 minutes
	Module 2	Building a Diverse Foundation	75 minutes
Session 2	Module 3	Moving from Diversity to Inclusion	45 minutes
	Module 4	Introducing Inclusive Workplace Culture	45 minutes
Week 2			
Session 3	Module 5	IWC Foundation: Recruitment and Onboarding	90 minutes
Session 4	Module 6	IWC Foundation: Total Rewards	90 minutes
Week 3			
Session 5	Module 7	IWC Foundation: Growth and Development	90 minutes
Session 6	Module 8	IWC Foundation: Belonging Initiatives	90 minutes
Week 4			
Session 7	Module 9	Developing a Strategic Plan for Change (Cont.)	90 minutes
Session 8	Module 10	Managing and Sustaining Culture Change	75 minutes
	Module 11	Conclusion	15 minutes



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