Suggestions for Using
"Integrating Diversity into All Training"

Objectives:
- Assess the degree to which diversity is being integrated into all training content and process
- Suggest ways to integrate diversity into other training

Intended Audience:
- Diversity coordinators, managers, and leaders of diversity processes
- Diversity council members
- Training and development professionals

Materials:
- Copies of the worksheet *Integrating Diversity into All Training*
- Pens/pencils

Processing the Activity:
- Facilitator introduces the topic by asking participants to brainstorm all the training and development offerings provided in their organization.
- Facilitator explains that one of the ways to make diversity a relevant part of everyday operations is to integrate it into training of all kinds.
- Facilitator may review the four aspects of the training/learning environment: content, process, climate, and results (*The Diversity Tool Kit*, Section I) or explain that all training consists of both content and process.
- Facilitator asks participants to respond to the checklist.
- Participants discuss their responses in pairs or small groups, focusing on strengths and potential areas for improvement.
- Facilitator leads a total-group discussion of learning, application, and next steps.

Questions for Discussion:
- In what ways have we already integrated diversity into existing training programs?
- What items have not been checked?
- What diversity awareness, knowledge, and skills are relevant to the content of training programs we offer?
- What training processes take into account participant diversity?
- What changes, modifications, and adaptations could be made to increase effectiveness with diverse groups?
- What actions or steps do we need to take?
- Who else needs to be involved in this process?

Caveats, Considerations, and Variations:
- Trainers may be resistant to considering integrating diversity as they may assume it changes their courses. Explain that it is intended to enhance training programs and increase the engagement of participants of all groups.