Suggestions for Using the
"Management Development Diversity Needs Assessment Checklist"

Objectives:
- Identify management development needs regarding diversity
- Give information to training-and-development professionals regarding perceived needs
- Increase awareness about skills and knowledge essential in managing a diverse staff

Intended Audience:
- Managers and supervisors leading diverse staffs
- Potential trainees in a managing diversity seminar
- Executive staff wanting to increase the effectiveness of managers and supervisors in dealing with diverse staffs

Processing the Activity:
- Managers check those aspects of managing diversity in which they need development.
- Groups can discuss items checked and assign priorities to them.
- Training-and-development staff can then use this information in planning training for managers.
- Executive staff can discuss data and assign priorities for management training.

Questions for Discussion:
- Which items were checked?
- What themes or issues do these items relate to?
- What is the effect of these deficiencies on the job?
- What are the consequences if these go unaddressed?
- Which are most/least widespread? Critical?

Caveats, Considerations, and Variations:
- This tool gives only preliminary data; more information is needed before action is taken.
- If managers responding to this checklist are new to dealing with diversity, they may not recognize needs they have.
- This checklist can also be used as a self-assessment by managers by changing the directions and having them rate themselves, either with a plus/minus or on a scale of 1 (not very good) to 5 (very good) on each of the items.