

WORKPLACE DIVERSITY

TRAINING MANUAL



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PERFORMANCE CONSULTING



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Module One:
Getting Started

*Every new beginning comes from
some other beginning's end.*

— SENECA



Module One: Getting Started

With the world becoming more mobile and diverse, diversity has taken on a new importance in the workplace. This workshop will help participants understand what diversity is all about, and how they can help create a more diverse world at work and at home.

Workshop Objectives

Research has consistently demonstrated that when clear goals are associated with learning, the learning occurs more easily and rapidly. With that in mind, let's review our goals for today.

By the end of this workshop, you should be able to:

- Explain the definition, terms and history of diversity
- Describe the meaning of stereotypes and biases, how they develop and the reasons for your own perspectives
- List strategies for removing barriers to encouraging diversity for yourself, in the workplace and in society
- Use active listening skills to receive messages in a diverse population, employ effective questioning techniques and communicate with strength
- Understand the importance of body language (both your own and that of others), and recognize its importance in interpersonal communications
- Identify ways to encourage diversity in the workplace, and prevent and discourage discrimination

Thank you for previewing our Workplace Diversity training manual!

Want to see more?

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