

IDENTIFYING BIAS	ILG	Learn how to identify bias, prejudice, and microaggressions in others and yourself, both conscious and unconscious, and how they undermine a positive work environment.	<ul style="list-style-type: none"> • Self-reflection • Uncovering unconscious biases • Identifying microaggressions • Defining types of bias and prejudice (affinity bias) 	<ul style="list-style-type: none"> • Conduct an audit for both personal biases and perceived company biases • Write down examples of microaggressions you have witnessed
BUILDING A RESPECTFUL WORKPLACE	ILG	Describe how bias can lead to disrespect. Define what a respectful workplace is and give examples of key acceptable/unacceptable behaviors, including bullying.	<ul style="list-style-type: none"> • Acknowledging differences and diversity • Promoting an open and respectful environment where everyone feels empowered to express concerns • Being aware of body language that may unconsciously be disrespectful • Understand your responsibility to know and live up to your company's policy • Understand your role in building respectful workplace (manager's responsibility to report) 	<ul style="list-style-type: none"> • Identify and write down inclusion goals personally and for the company. This can include considering diversity in hiring, working to include all team members in activities, actively soliciting feedback on inclusion, etc. • Note positive things about the current work culture as well as improvement opportunities
PREVENTING & RESOLVING CONCERNS	ILG	Uncover how disrespect can worsen into various types of harassment and discrimination and learn how to prevent/report/stop it.	<ul style="list-style-type: none"> • Taking ownership of your workplace • Recognizing and reporting problems and harassment • Preventing retaliation • Resolving concerns • Listening actively • Communicating constructively • Recognizing instances of workplace bullying • Include process flow of resolving • Confidentially and reporting 	<ul style="list-style-type: none"> • Analyze current state of workplace and team • Be aware of steps you need to take + your responsibility • Review harassment and discrimination policies with your manager • Identify your communication style • Role play with manager
PREVENTING & ADDRESSING SEXUAL HARASSMENT	ILG	Find out how to prevent sexual harassment in the workplace, including instances of "quid pro quo" and other behavior that creates a hostile work environment. Also, learn how to address and resolve issues that have arisen.	<ul style="list-style-type: none"> • Identifying harassment • Recognizing subtle behavior that the perpetrator might not realize is hostile toward the victim • Preventing and resolving retaliation • Reporting and escalating concerns, including to the level of legal action against the perpetrator and the company 	<ul style="list-style-type: none"> • Identifying unintended aggressive behavior in self and others • Case studies in the news • Personal reflection • Proactively understand and improve workplace culture and reporting policies

CREATING A SUPPORTIVE TEAM AND CULTURE

ILG

Learn how creating a respectful team is everyone's responsibility.

Discover what everyone can do within a workplace to build an inclusive, respectful culture.

- EQ
- Using empathy to acknowledge and validate concerns, as well as anticipate potential issues
- Demonstrating transparency in handling issues
- Fostering a positive atmosphere and empowering all employees to succeed
- Encouraging peer recognition by team members as well as managers
- Creating a zero-tolerance culture
- Fostering open-door communication policy
- Taking ownership of workplace culture to build a positive and supportive environment for all
- Assess current state of team dynamics
- Create development plan for both professional goals as well as personal ones for all users can share with each other
- Identify an accountability partner
- Create an inclusion committee or team
- Work to develop an anti-harassment policy/code of conduct if one does not exist. If one does exist, review and consider updating.
- Reflect on personal things you're willing to commit to