

Diversity, Equity, & Inclusion

and Your Best Workplace

Cohort Workshop 3: Progress & Next Steps

Welcome! If you would, please:

- **Turn your video ON, if you're comfortable with it.**
- **Mute your audio for now.**
- **Make sure your "Zoom name" is what you want to be called, and include your pronouns.**
- **Say hello to everyone in the chat. 😊**

Today's Agenda

1. Check-In
2. Overview: **Onboarding Checklists & Resource Toolkit**
3. Group Sharing: **Progress & Challenges**
4. Survey
5. Next Steps



Check-In

While doing this work:

**What's one thing
that's been
surprising?**

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Resource Toolkit & Onboarding Checklists

General Strategy:

Update our Business Processes to...

1. **Meet Psychological Needs**
2. **Prime Growth Mindset**

Doing so helps to

Curb Threat Responses

Onboarding Checklists – Training Lead

Purpose

- **Standardize** the “make-ready” process for onboarding
- Decrease the possibility for **Threat Responses**
- Maximize the chances that new hires will feel **welcome** and **valued**
- **BOOST RETENTION**

Accountability

- Training Lead + Sup / Manager **sign off** on the form for HR
- **This is the “ticket”** for the hiring department to receive their trainee

New Talent Name	Department	EE#	Title	Start	Work Hours
					<u>M</u> <u>T</u> W Th F S Su _____ to _____

Initials	Date	Checklist Item
		Coordinate with manager / supervisor on a training plan for the first few weeks of training (strategy, workload redistribution, handoffs, time to complete paperwork)
		Coordinate with other trainers on likely handoffs for co-training for the first 2 weeks
		Locate the appropriate Training Checklist for the new talent's position
		Review the Training Checklist for accuracy & completeness and update as necessary
		Make a hardcopy of the Training Checklist and any other necessary documents (processes, procedures, building maps)
		Collect these hardcopies in a training binder for the new talent
		Print hardcopies of the New Talent Onboarding Checklist for the whole team
		Distribute these hardcopies to the whole team
		Coordinate with the whole team to schedule lunch or breaks with the new talent for their first 2 weeks.
		Block off calendar time to have lunch with the new talent during week 1.
		Block off calendar time at the end of the week for the next several weeks to update & add notes to the trainee's Training Checklist
		Prepare to lead the introductory stand-up with the whole team
		Prepare workspace, uniform items, PPE , and other items as appropriate.

When done, please **submit** your signed checklist to the **Hiring Specialist** for your area. Thank you!

Onboarding Checklists – Incumbent Workers

Purpose

- **Prime Growth Mindset:** “It takes a village” to retain our talent
- Promote team **interconnection** so all can do their best work
- Maximize the chances that new hires will feel **welcome** and **valued**
- **BOOST RETENTION**

Accountability

- Each team member **signs off** on the form for their supervisor
- Roll this measure into each employee's **performance review**

We're welcoming new talent to our team on the date above. Our job for the next several weeks is to:

- Put them at ease** by being friendly, interested, and kind
- Learn as much as we can** about the **VALUE** they're bringing to our team, including:
 - Their **experience**
 - Their existing **skills**
 - What **drives them** to do their best work
 - What they really **care about**, both on and off the job

Completing this checklist will protect our investment in our new talent and set the stage for all of us do our best work together. If you're doing it right, it'll also make your job easier and more fun.

- Memorize the new talent's name**
- Introduce yourself** to the new talent
- Greet the new talent by name** every day for their first two weeks
- Have lunch** or **take a break** with the new talent at least once in their first two weeks
- Learn at least one thing the new talent really **likes or cares about** – hobbies, sports, family
- Learn at least one thing the new talent is really good at
- Give the new talent **at least one genuine compliment**

When done, please **submit** your signed checklist to **your supervisor**. Thank you!



Diversity, Equity, and Inclusion Resource Toolkit

This toolkit was prepared for Minnesota Dual-Training Pipeline in June 2021. While not intended to be comprehensive, this list gives a good snapshot of diversity, equity, and inclusion resources available for businesses to consider using.

How do we get started?

Grounding - [Brave Space Agreements](#)

Podcast - WorkLife with Adam Grant: [Building an Anti-Racist Workplace](#)

MPR News - Workplace Inclusion: [What's Working and What's Not](#)

Assessment - Portland Means Progress - [Readiness Assessment](#)

Minnesota Compass - [Demographic Information](#) by municipality

Aspen Institute - [Job Quality Tools for Employers](#)

Bias Interrupters - [Toolkits for Disrupting Bias](#)

Good Jobs Institute - [Diagnostics, Calculators, & Scorecards](#)

J.E.D.I. Collaborative - [Tools for Promoting a Culture of DEI](#)

What are some basic DEI concepts we should know?

Infographic - [Cultural Iceberg: explicit versus implicit](#)

Fact Sheet - [Four Levels of Racism](#)

Video - Race Forward: [Eight short videos that outline Systemic Racism](#)

Definitions - [Glossary of Terms: Structural Racism](#)

As individuals and teams, how can we learn more?

Infographic - [Boosts and Blocks to Wealth-Building](#)

NPR - [Code Switch](#) - The fearless conversations about race that you've been waiting for!

NPR - [On Being](#): Robin DiAngelo and Resmaa Menakem in Conversation

Podcast - WorkLife with Adam Grant - [How to Bust Bias at Work](#)

Video - [Uncomfortable Conversations with a Black Man](#)

Video - TED Talk: [How to recognize your white privilege and use it to fight inequality](#)

Video - [Anti-Racism Commitment Coalition](#)

Article - [In Duluth, Confronting Racism with “Hello”](#)

Article - [The Equity Manifesto](#)

Article - [Creating a Culture that Fosters DEI](#)

Book - [A Good Time for the Truth: Race in Minnesota](#)

Book - [How to be an Anti-Racist](#) by Ibram X. Kendi

Book - [Uncomfortable Conversations with a Black Man](#) by Emmanuel Acho

Book - [What Happened to You? Conversations on Trauma, Resilience, and Healing](#)

How can I persuade others that we need DEI?

- Article - StarTribune: [Minnesota Companies Learning to Walk the Walk on Diversity](#)
- Article - Culture Amp: [Seven Ways to Get Exec Buy-In for Diversity and Inclusion Work](#)
- Article - World Economic Forum: [The Business Case for Diversity](#)
- Article - Harvard Business Review: [Getting Serious About Diversity: Enough Already with the Business Case](#)
- Article - Wharton School: [Beyond the Business Case for Diversity](#)
- Article - McKinsey: [How Inclusion Matters](#)
- Article - PolicyLink: [Corporate Racial Equity Advantage](#)
- Article - Harvard Business Review: [How Inclusive is Your Leadership?](#)
- Article - Wharton School: [How to Elevate Diversity, Equity, and Inclusion Work in Your Organization](#)

How can we start setting ourselves up for better DEI outcomes?

- Assessment - [Harvard Implicit Bias Test](#)
- Assessment - [Intercultural Development Inventory \(IDI\)](#) - individual and organizational assessments
- [BE MSP Workplace Toolkit](#) - A toolkit for sparking conversations and building an inclusive workplace culture
- OnGig - The Magnet: [25 Examples of Corporate Diversity Goals](#)
- Portland Means Progress - [Metrics to measure the success of DEI actions](#)
- What Can I do About Racism? [Studying/Learning](#)
- What Can I do About Racism? [Action/Organizations](#)
- [Community Toolbox](#) - Building Relationships with People from Different Cultures
- [National Equity Project](#) - Resources for making a new world order
- [Just 2.0 User Manual](#) - Voluntary Disclosure Tool

Where can we find diverse candidates to recruit?

[CareerForce](#) - Career Development and Talent Matching

[CareerSTAT](#)- Resource Center for Healthcare Employers

[Black Tech Talent](#)

[Climb Hire](#)

[Comunidades Latinas Unidas en Servicio \(CLUES\)](#)

[EMERGE Community Development](#)

[Genesys Works](#)

[New Vision Foundation](#)

[POC Job Fair](#)

[Summit Academy OIC](#)

[Takoda - American Indian OIC](#)

[Urban League Twin Cities](#)

How can we train and retain a diverse workforce?

Video - Pamela Paulk of Johns Hopkins on [the benefits of hiring ex-offenders](#)

Article - Washington Post: [A New Idea for Filling Hard-to-Fill Health-Care Jobs: Ex-Offenders](#)

Article - [Employee Resource Groups](#)

Article - [Hiring Developers when Diversity is a Priority](#)

Article - DLI: [Guidance for Effective On-the-Job-Training](#)

Where can we get more tailored support for our company?

[Racial Equity Resources Directory](#)

[Twin Cities BIPOC Consultant Directory](#)

[Center for Economic Inclusion](#)

[Equity & Results](#) - Results-Based Accountability

YMCA - [Equity Innovation Center for Excellence](#)

[YWCA Inc.lude](#) - Diversity & Inclusion Consulting

Additional resources to find, use, and share with others:

For **additional copies** of this document, or for a version of the toolkit with **visible hyperlinks**, please visit

<https://www.bellwethermn.com/dei-at-dli>

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Progress & Challenges

Break-Out Groups

For the next 25 minutes, take turns sharing in your group:

- What **successes** have you had?
- What **challenges** are you facing?

When we reconvene, each of us will share **one thing we find remarkable** about what our group members are doing.

Large Group

For the next 25 minutes, take turns sharing:

- **What do you find remarkable about what your group members are doing?**
- **What feedback or support would you like?**



Survey

Survey

https://www.surveymonkey.com/r/DLI_DEI_2021_end

- Turn your camera off while taking the survey.
- Turn your camera back on when you're done.

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Next Steps

Program Elements

	Element	Description	Timing
1.	Organizational Assessment	An online assessment that creates a baseline to focus efforts and track progress	Participants complete it by 5/28
2.	Cohort Workshop 1	Workshop to kickstart program	Week of 5/24
3.	Cohort Workshop 2	Workshop to explore DEI strategies	Week of 5/31
4.	Team Consultation	30-minute consultation with each team to discuss insights and opportunities	Weeks of 6/7 and 6/14
5.	Cohort Workshop 3	Workshop to report successes and challenges, and plan next steps	Week of 6/21
6.	Resource Toolkit	A categorized, curated set of resources	Delivered the week of 6/28
7.	Final Report	A customized report for each company	Delivered the week of 6/28

Action Items

- Submit the final draft of your **Action Plan ASAP**
- Stay tuned for your **Company Report**
- Keep working your plans
- **Stay connected** with each other!

How?

Who is willing to help?

THANK YOU!



The Bellwether Team