

# Diversity & Inclusion in the Workplace

**ClearCut**  
IT TRAINING

**Duration:** 1 day

This 1-day virtual workshop is interactive. It uses discussion, case studies, videos, small group work, whiteboard activities (if client systems/subscription support this). Anyone attending is asked to ensure they are in a private space (not an open office with background distractions).

## Topics

### Welcome and Introductions to:

- Diversity & Inclusion – What does that mean?
- The Equality Act – what the law says and its interpretation
- Company Policy/Procedures (if these are available)
- Protected Characteristics
- PSED (if Organisation is a 'Government' client)

### Understanding Unconscious Bias

- Unconscious v conscious
- Scenarios
- Affinity bias
- The HALO effect
- Stereotyping
- Cultural bias
- Examples of where unconscious bias can arise
- Practical tools for suspending judgement

### Micro-behaviours and micro-aggressions

### Blind-spots

### Creating an environment at work where everyone feels included

- My team and psychological safety
- Collaboration
- Communications
- Role modelling
- 'Open Mike' activities
- Culture & Values
- Becoming an employer of choice
- How to be an 'Active Bystander'
- Next Steps

### Final Questions & Close