

OVERVIEW

The Equality & Diversity Training Toolkit is in two integral parts:

Part 1 Training Modules

This contains eight training modules that provide you with a complete flexible training package to fit in with your training needs.

Part 1 also contains the *Equality & Diversity Training Needs Analysis Tool*, designed to assess the training needs of your staff and which is closely linked to the content of the training modules.

Part 2 Self Study Materials

This provides self-study materials covering ten key diversity issues that are an integral part of the Equality & Diversity Training Toolkit. They link into the training programme and provide vital background information for both the trainer and the participants.

The Training Modules

The main focus of the first three training modules is to promote equality and diversity with regard to race and gender. It is impossible, however, to look at gender and race in isolation, and so the application of the first three training modules is much broader. The skills and understanding gained are relevant to promoting diversity in its widest form.

Module 1: An Introduction to Diversity

Module 2: Promoting Diversity: The Law & Initiatives

Module 3: Challenging Inequality

In order to complete an all-embracing equality and diversity training package in line with recent and planned legislation, five additional modules have been added to the original package. They both stand alone and have links back into the first three modules.

Module 4: Equality for Disabled People

Module 5: Cultural Awareness & Religion

Module 6: Sexual Orientation

Module 7: Age Discrimination

Module 8: New Migrant Communities

LINKS BETWEEN THE MODULES

The application of the first three training modules is much broader than race and gender issues, and these provide valuable information and optional activities links that can be used with the subsequent five modules. Certain links are flagged up in the delivery plans of Modules 4–8 and you may wish to explore other links, in particular:

Module 1

- What do we mean by equal opportunities and diversity?
- Definition of stereotypes
- Discrimination Iceberg activity

Module 2

- Equal opportunities policies
- Positive action and discrimination

Module 3

- Challenging self-defeating beliefs
- Negatives to positives
- Skills development
- Assertiveness

KEY FEATURES OF THE TRAINING MODULES

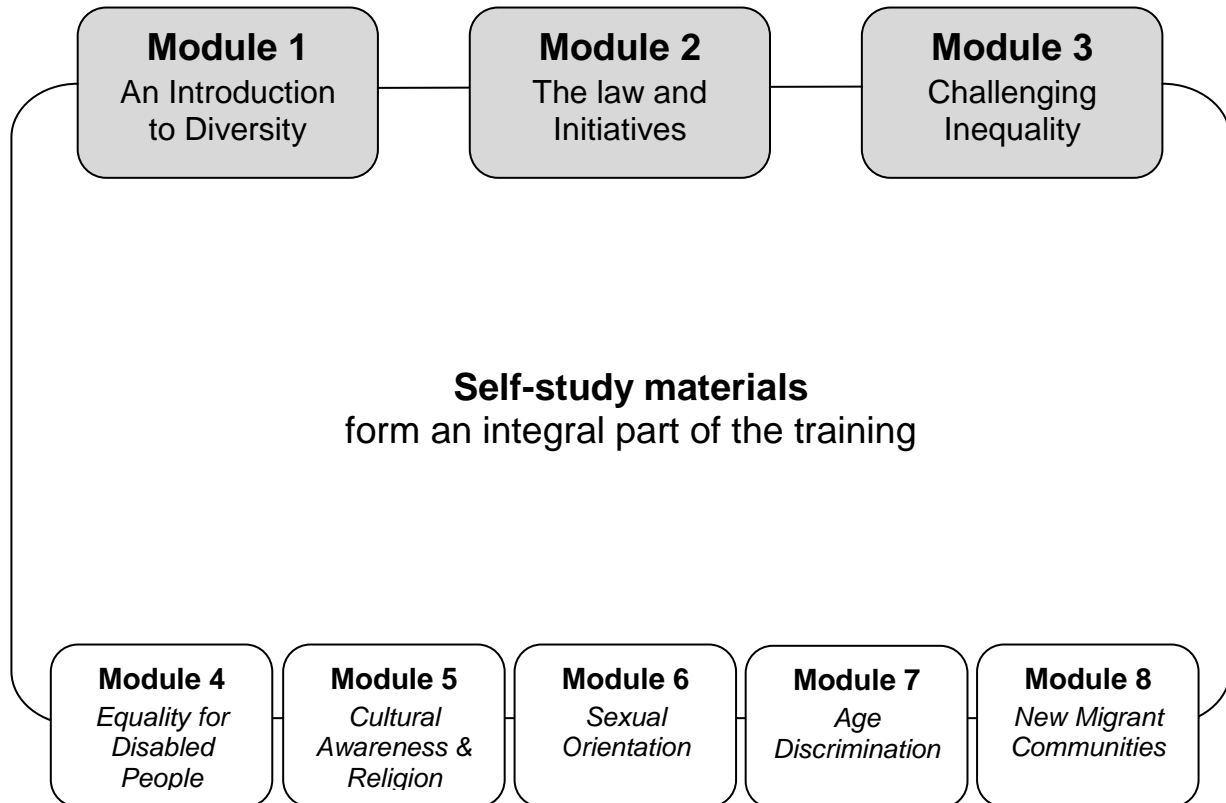
Module Content

- Objectives for the session
- Preparation Checklist
- Delivery Plan
- Action Plan
- Review Sheet
- Supplementary Delivery Notes (*if appropriate*)
- Handouts for participants
- Optional Activities recommended for that module (*if appropriate*)
- PowerPoint presentation slides

PowerPoint Presentation

There is a Microsoft PowerPoint presentation available for each training module. Copies of the slides are inserted into the delivery plan at the relevant points to help with their use in the training.

An Overview of the Equality & Diversity Training Modules



Modules 1–3 focus on gender and race. However, the content is much broader and can be applied in Modules 4–8

OPTIONAL USE OF ICEBREAKERS

Carrying out an icebreaker before starting the main activity is useful for:

- generating a friendly and relaxed atmosphere
- motivating the participants for the task ahead
- getting the participants into the right frame of mind
- stimulating the group to work together more effectively.

It's important to select an icebreaker that fits in with the type of contribution that you want from the participants in the main activity. The following icebreakers are particularly effective for preparing the participants to consider the issues associated with diversity.

Icebreakers (full details are given in the full pack)

Who's Been Sitting in My Chair?

My Name and How I Got It

Snowflakes and Fingerprints

Fact Finding Mission

Guess Who?

This Is Me

Random Splits

Throughout the session different ways should be used to group the participants. This avoids people feeling excluded as they do not know the other participants and provides the opportunity for participants to work with others that they may not normally have chosen to work with.

Ways to create the random groups could include:

- numbering participants 1, 2, 3 etc. and then grouping all the ones and all the twos etc.
- using birthdays e.g. all those born in September or, if working with a small group, those born in spring, summer etc.
- using house numbers
- alphabetically

Self Study Materials

The ten sets of self-study materials are an integral part of the training, covering the following key diversity issues:

- Understanding Gender and Racial Occupational Stereotyping
- Equal Opportunities Policies
- The Legal Framework for Diversity
- Migration Facts & Figures
- Dealing with Harassment or Discrimination
- Equality for Disabled People
- Cultural Awareness & Religion
- Sexual Orientation
- Age Discrimination
- New Migrant Communities

The self-study materials are an essential part of the training toolkit that support the training and also provide the trainer with vital background knowledge and increased confidence to deliver the training.

It is beneficial if the participants can read through relevant self-study materials before the training sessions to gain valuable background knowledge and maximise the use of the training session. For example, if the participants read up on the relevant legislation, the time in the session can be used for exploring the application of the legislation rather than the content. The *Equal Opportunities Policies* self-study materials are particularly useful in that they take the participants through evaluating the policies for their organisations as preparation for the training.

The self-study materials that are of particular relevance to each module are referred to in the Preparation Checklist for that module.

Multimedia Products

We have responded to requests from employers, teachers, careers and personal advisers and learning providers to produce a set of comprehensive multimedia resources that challenge gender and ethnic stereotyping and other areas of discrimination. The result is a range of quality products providing all you need for effective delivery.

A full list and brief description of all of the multimedia products is provided on our website – www.training-resources.co.uk. These resources are linked into the training sessions where appropriate, and the participants will have the opportunity to sample and get to know them.

Your role as facilitator

In your role as facilitator you will be responsible for delivering the training.

You will not be expected to be the expert and have all of the answers. As the facilitator you will be leading the session, raising awareness of diversity and encouraging the participants to take part in, and learn from, the training. You will not be expected to take responsibility for changing or defending the attitudes and views of the participants.

The training sessions are designed to give the participants the knowledge to develop the skills and confidence to introduce the principles of equality and diversity successfully into their work. It is crucial that you encourage the participants to share experiences and good practice so that they can learn from each other.

The *Delivery Plan* for each training module is all-inclusive and helps you to prepare and run the training sessions. The plan provides you with all that you need to deliver the training, but is not intended to be a script for you to follow line by line. You may wish to find your own words, and examples from your own experiences, to bring the sessions alive for you and your participants.

Equality & Diversity Training Workshops

One-day *Familiarisation* workshops are available through Equality and Diversity UK Ltd on specified dates or by arrangement.

The Workshop is designed to enable you to:

- become familiar with the training modules, self-study materials and the training needs analysis tool
- try out sample exercises from within the modules
- develop your knowledge, skills and confidence through preparation and skills practice
- promote equality and diversity best practice
- be aware of other products and resources that we offer.

Equality & Diversity Training Needs Analysis Tool

This training needs analysis tool is designed to assess the training needs of your staff and is closely linked to the content of all of the training modules.

Members of staff fill in a short questionnaire to self-assess their training needs. Managers are then able to collate this information to devise a training programme based on the Equality & Diversity Training Toolkit materials.