



# Civil Treatment®

## Building an Inclusive Workplace

### FOR EMPLOYEES

### course overview

Today's most successful organizations know that addressing **Diversity and Inclusion** issues is a business necessity in today's turbulent times and the key to reaching their full potential.

Using ELI's proven methodology and a series of interactive exercises, videos, and discussions, Civil Treatment: Building an Inclusive Workplace for Employees helps build the business case for diversity and inclusion based on participants' individual experiences and goals. Participants will explore several scenarios and apply skills for building an environment where everyone's ideas and perspectives are welcome.

The course is behavior-based and anchored in the organization's values and positive business and personal outcomes. Specific tools and models will be provided that will help employees maintain diverse, inclusive workplaces long after the course has ended.

The course covers topics relevant to today's workplace, such as unconscious bias, racial bias, sexual orientation, gender identity, and more.

#### LEARNING POINTS

- » Provides a behavioral model that underscores and encourages effective teamwork and inclusion
- » Shows participants how to recognize and mitigate behaviors around unconscious bias
- » Personalizes the concepts by having participants drive the discussion of the benefits derived from our differences
- » Provides participants with a conversation model for effectively speaking up about issues to a co-worker or manager and for receiving feedback when someone speaks up to them

#### TOPICS COVERED

- » What is **Diversity and Inclusion**
- » How diversity and inclusion benefit both the organization and individual team members
- » Impacts and examples of non-inclusive behavior
- » What is **Unconscious Bias**
- » Speaking up to and receiving feedback from team members in a positive manner to resolve Diversity and Inclusion issues
- » ELI behavioral models incorporated:
  - Inclusive Workplace Guidelines
  - POINT Feedback Model



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