



IDEA Essentials Certificate Program

A general audience program for individuals with little or no background in the areas of inclusion, diversity, equity, and accessibility.

This program includes:

- IDEA Fundamentals
- Introduction to Unconscious Bias
- Respect in the Workplace





IDEA Fundamentals

Description

This session acts as an information session to ensure that everyone is on the same page about the topic of IDEA.

By leveraging the experience of participants through discussions and group activities, we explore our own dimensions of diversity and the benefits of creating an inclusive workplace.

Audience

From employees to managers to senior leaders and executives, IDEA Fundamentals is an introductory session suitable for everyone.

Primary Learning Outcomes

By the end of the session, participants will be able to:

- Differentiate between representation and diversity, and between equity, equality and inclusion.
- Understand how their own dimensions of diversity impact their worldview and workplace behaviours.
- Reflect on the diversity in Canada compared to the diversity in the labour force.
- Describe the business case for developing a work culture that values inclusion, diversity, equity and accessibility.

Agenda

- Definition of Terminology
- Diversity Dimensions
- Diversity in the Canadian Labour Force
- The Business Case for Inclusion, Diversity, Equity, and Accessibility



Introduction to Unconscious Bias

Description

This session tackles one of the most pervasive barriers to inclusion in the workplace: unconscious bias.

By leveraging the experience of participants through discussions and group activities, we explore the sources and mechanics of bias as well as its impact in the workplace. We then provide participants strategies that they can use to increase awareness and mitigate the impact of bias in the workplace.

Audience

From employees to managers to senior leaders and executives, our learning program adapts to the audience.

Primary Learning Outcomes

By the end of the session, participants will be able to:

- Differentiate bias, stereotype, prejudice and discrimination.
- Understand the sources of bias.
- Reflect on their biases.
- Recognize workplace behaviours and decisions that bias may influence.
- Apply strategies to manage the effects of unconscious bias in the workplace.

Agenda

- Definition of Terminology
- Brain Science and Bias
- The Impact of Bias: Discrimination, Micro-Inequities, and Micro-Aggressions
- Strategies to Manage Bias



Respect in the Workplace

Description

If left unchecked, disrespectful behaviours can set the path for micro-aggressions, harassment and discrimination to thrive.

That is why employees at all levels need to understand how respect is defined in the workplace, as well as examples of disrespectful behaviour in all of its forms, and strategies to address it effectively in the workplace.

Audience

This session is ideal for anyone who wants to gain deeper insight into how to recognize disrespectful behaviour and use strategies to respond to disrespect.

Primary Learning Outcomes

By the end of the session, participants will be able to:

- Interrelate diversity, inclusion, bias, stereotype, and respect
- Assess the behaviours and attitudes that define respect
- Distinguish between forms along a continuum of disrespect such as harassment, bullying, and micro-inequities
- Implement suggested strategies for responding to these forms of disrespect based on their role and different situations

Agenda

- Review Definitions
 - Respect
 - Concept, Kinds, and Elements
- Behavioural Continuum
 - Micro-Inequities, Micro-Aggressions
 - Harassment and Discrimination
 - Bullying and Violence
- Strategies to Address Disrespect