Facilitator's Guide
Creating a Culture of Belonging

VisionSpring
Inclusion Learning Loop

Creating a Culture of Belonging

INTRODUCTION

What is an Inclusion Learning Loop™ Training Toolkit?
The Inclusion Learning Loop™ training toolkits are complete out-of-the box training curriculums. All of our toolkits include facilitator materials, a PowerPoint presentation, pre-work or foundational materials and participant materials. Designed to meet your flexible learning and development needs, our training toolkits can be delivered in a traditional classroom setting or in a virtual environment. These interactive experiences combine content delivery, small group work and peer discussion to build awareness and empower learners to apply what they've learned to real workplace situations.

The Inclusion Learning Loop™ training toolkits should be delivered by experienced trainers and/or facilitators. The content addressed in each of the training toolkits does tackle and address somewhat sensitive issues and therefore some basic DEI knowledge is required. Some workshop topics require more diversity knowledge and experience than others.

What is the Creating a Culture of Belonging Training?
VisionSpring's **Creating a Culture of Belonging** workshop is a 2-hour training that can be leveraged by DEI practitioners as part of their training offerings. This training introduces participants to the concept of belonging and explores not only the importance of belonging but shares specific steps everyone can take to create belonging in your own organizations.

Who is it designed for?
The intended participant is any individual, people manager or leader within the organization. This workshop is designed to be delivered by DEI practitioners and trainers and/or a facilitator who has training skills and knowledge of diversity and inclusion. Some facilitation skill and an intermediate level of DEI competency is required to lead a successful session.

How can you use it?
This workshop can be included as part of your organization's internal DEI training offerings, new employee orientation and is suitable for all employees at all levels. You will find the PowerPoint presentation to accompany this facilitator's guide as well as all the support materials in the training section on the Inclusion Learning Loop.™

This session can be effectively executed in 90-120 minutes depending on the size of the group and the amount of time you want to dedicate to discussion.

Workshop objectives:
The **Creating a Culture of Belonging** training helps participants better understand the dynamics and characteristics of a culture of belonging and the steps each of us can take to ensure all individuals feel like they belong at work.

Learning Outcomes:
- Deepen understanding of belonging and its connection to D&I
- Make the connection between psychological safety, belonging and the employee experience
- Develop compassion and empathy in order to interact effectively across difference
- Ability to apply concepts in order to create your own Culture of Belonging

Facilitator Preparation: Review Content and Materials

Familiarize Yourself with the Workshop Materials and the Content

1. Review Facilitator Guide

2. Review PowerPoint

3. Review background information materials to become knowledgeable on the content

Familiarize Yourself with your Collaboration Platform (i.e. Zoom, WebEx, Adobe Connect)

1. You will be using polling, breakout rooms, and the chat function

2. Familiarize yourself with the functionality of your platform prior to the training

3. Set up your polls in advance

Decide if you will Assign Participant Pre-work and/or Post-work

Decide if you want the participants to read articles prior to the workshop or if you want them to "hear" the information for the first time via the presentation.

1. Suggested materials (all can be found on the Inclusion Learning Loop)
   - Unlearning Old Habits to Create Psychological Safety (pre-work)
   - Diversity, Inclusion, and Belonging: The Connection to Creating Positive Workplaces (pre-work)
   - Creating a Culture of Belonging Tip sheet (post-work)
   - Action Planning worksheet (post-work)

2. Decide how you would like to use the materials

3. If assigning as pre-work, send the link to all participants one week prior to the workshop

Assemble all Workshop Materials

1. Review materials list and secure through proper channels

2. Share link to participant materials with participants

3. Send meeting invitation

Workshop Agenda

Welcome and Introductions

    Overview of Learning Outcomes and Ground Rules

    Ice-breaker Exercise

Section I: Overview of Diversity, Inclusion and Belonging

    Presentation – Share Definitions

- What is Diversity?
- What is Inclusion?
- What is Belonging and how is it different than Diversity and Inclusion?

Section II: Psychological Safety and Belonging

    Presentation – Definition of Psychological Safety

    Presentation – the 4 Stages of Psychological Safety

- Inclusion Safety
- Learner Safety
- Contributor Safety
- Challenger Safety

Section III: The What and Why of Safety and Belonging

    Presentation – The What and Why of a Culture of Belonging

        Present data and research

        Summarize benefits of creating a Culture of Belonging

Section IV: Creating a Culture of Belonging

    Small Group Exercise – What are the Behaviors we are Seeking to Enable a Culture of Belonging

    Presentation – The 4 approaches to Creating a Culture of Safety and Belonging

- Self
- Others
- Team
- Organization

Small Group Exercise – Application of Concepts

Section V: Wrap Up, Actions & Next Steps

For Access to the Complete Facilitator's Guide Contact Erica Colonero at Erica@visionspringinc.com