

Facilitator Guide
Inclusive Leadership:
Managing More Effectively in Today's Workplace

VisionSpring
Inclusion Learning Loop

Inclusive Leadership: Managing More Effectively in Today's Workplace

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 an action planning worksheet.

The Inclusion Learning Loop™ training toolkits should be delivered by experienced diversity and inclusion practitioners, 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 Inclusive Leadership Training Toolkit?

Inclusive Leadership: Managing More Effectively in Today's Workplace is a skill development workshop designed to help participants identify and hone the competencies associated with inclusive leadership. Through presentation, dialogue, and interactive exercises, participants will understand the importance of inclusion, begin to recognize their leadership strengths, and identify opportunities for development.

Who is it designed for?

The target audience is leaders and managers of people. This workshop can truly benefit leaders at all levels in the organization—any individual who leads or influences people can benefit from this workshop.

How can you use it?

Inclusive Leadership: Managing More Effectively in Today's Workplace can be incorporated into your organization's diversity and inclusion training and development offerings. It is designed as a half-day workshop to help leaders make connections between diversity and inclusion and achieving overall business goals as well as individual goals.

This workshop can be effectively executed in 4 hours for an ideal audience size of 20–25 participants.

Workshop Objectives:

The *Inclusive Leadership: Managing more Effectively in Today's Workplace* helps leaders at all levels in the organization identify and develop the competencies associated with inclusive leadership.

- Deepen your understanding of inclusive leadership and its connection to exceptional leadership
- Explore the behaviors and competencies that define an inclusive leader
- Strengthen your own leadership capability
- Align leadership capabilities with your goals and priorities
- Develop an action plan for incorporating session outcomes into day-to-day interactions

Workshop Agenda

Welcome and Introductions (25 minutes)

I. Kick-off

- Introductions
- Overview of Session Objectives and Basic Ground Rules

II. Icebreaker Exercise

- Icebreaker Exercise - Impact of Exclusion Exercise

Section I: The What, Who and Why of D&I (10 minutes)

I. What is Diversity & Inclusion?

- Large Group Discussion
- Presentation - The Dimensions of Diversity
- Presentation - Definition of Inclusion

II. Who is Involved in Diversity and Inclusion Efforts?

- Large Group Discussion
- Presentation - The Who of Diversity and Inclusion

III. Why does Diversity and Inclusion Matter?

- Presentation - Why Diversity and Inclusion Matters
- Presentation - Share Key Facts and Stats

IV. Overview of Inclusive Leadership

- Presentation - Traits of Inclusive Leadership
- Presentation - Overview of VisionSpring's Inclusive Leadership Competency Model

Section II: Leads Self (65 minutes)

I. Leads Self Competency

- Presentation - What Does it Mean to Lead Self?
 - Shares Authority
 - Demonstrates Managerial Courage
 - Leverages Privilege
 - Pursues Self Awareness

II. Understanding and Managing Bias

- Presentation - What is Bias?
- Presentation - Examples of Bias

III. Application of Concepts

- Interactive Exercise: Who am I?
- Presentation - What You Can Do About Unconscious Bias

Section III: Leads Others (70 minutes)

I. Leads Others Competency

- Presentation - What Does it Mean to Lead Others Inclusively?
 - Empathetic Engagement
 - Team Building
 - Relationship Management
 - Talent Optimization
- Large Group Discussion - I Feel Included When...

II. Application of Concepts

- Interactive Exercise - 2 Scenarios

Section IV: Drives Results (55 minutes)

I. The Business Case for Diversity and Inclusion

- Presentation and Large Group Discussion - The Business Case for Diversity and Inclusion
- Interactive Exercise - Diversity of Thought

II. Drives Results Competency

- Presentation - What Does it Mean to Drive Results?
 - Cultural Responsiveness
 - Strategic Thinking
 - Change Management
 - Client Focused

III. Application of Concepts

- Small Group Exercise - Case Study

Section V: Wrap Up and Next Steps (10 minutes)

I. Review Key Takeaways

- Large Group Discussion - What Have I Learned?
- Pair Share - What Will I Do? What Will I share?
- Introduce Action Planning Worksheet as a Take Away

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