

Facilitator's Guide  
Respect in the Workplace

VisionSpring  
Inclusion Learning Loop

## Respect in the Workplace

### **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. 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 D&I knowledge is required. Some workshop topics require more diversity knowledge and experience than others.

### **What is the Respect in the Workplace Training?**

VisionSpring's **Respect in the Workplace** is a 90-minute training that can be leveraged by DEI practitioners as part of their training offerings. Respect in the Workplace will help participants more fully understand the dynamics and characteristics of a respectful workplace and the steps each of us can take to ensure all individuals are treated with dignity and respect.

### **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 diversity and inclusion 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 meeting.

### **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 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.

### **Exercise objectives:**

The **Respect in the Workplace** training helps participants better understand the dynamics and characteristics of a respectful workplace and the steps each of us can take to ensure all individuals are treated with dignity and respect.

### **Learning Objectives:**

- More fully understand the principles of diversity, respect and inclusion and the characteristics of a respectful, inclusive workplace
- Gain a better understanding and appreciation of perspectives different than your own and the importance of creating respectful workplaces
- Explore personal responsibility and opportunities to create an inclusive and respectful workplace
- Practice applying concepts in common workplace scenarios

## 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 Video Communication Platform (ie 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 articles
  - Why Respect Matters (pre-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 at least 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

## Workshop Agenda

### **Welcome and Introductions (20 minutes)**

Overview of Session Objectives and Basic Ground Rules

Ice Breaker

### **Section I: Overview of Diversity, Inclusion and Respect (35 minutes)**

Large Group Discussion

- What is Diversity?
- What is Inclusion?
- What is a Culture of Respect?

Presentation – Share Definitions

Small Group Exercise – I Feel Respected When...

- *Participants work in small groups to share personal stories as a way to help define a culture of respect.*

Presentation – Characteristics of a Respectful Workplace

### **Section II: Creating a Culture of Respect and Inclusion (45 minutes)**

Presentation – Head-Heart-Hands Model

Presentation – Responding to Inappropriate Behavior

- *Present RIB Model*

Presentation – Roles in Action

Interactive Exercise

### **Section III: Wrap Up, Actions & Next Steps (5 minutes)**

For Access to the Complete Facilitator's Guide Contact Erica Colonero at [Erica@visionspringinc.com](mailto:Erica@visionspringinc.com)