

Facilitator's Guide:  
Recognizing and Managing Unconscious Bias

VisionSpring  
Inclusion Learning Loop

# Recognizing and Managing Unconscious Bias

## 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. 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 Recognizing and Managing Unconscious Bias Training?**

Recognizing and Managing Unconscious Bias is a training tool that can be leveraged by DEI practitioners as part of their training offerings. The tool is designed to help managers and leaders recognize situations where bias may have impacted his or her decision-making process and behaviors and how those decisions can impact others. Additionally, the conversations and exercises built into the agenda will help participants recognize and manage bias within themselves.

### **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 or 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.

### **Workshop objectives:**

This training is designed to help individuals recognize and manage bias within themselves and others.

- Deepen your understanding of conscious and unconscious bias
- Develop tools to identify how bias may be impacting your decisions and behaviors
- Gain strategies for managing your bias and its impact
- Create a set of actions for dealing with bias in your personal interactions

### 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

### Assemble all Workshop Materials

1. Review materials list and secure through proper channels
2. Share link to participant materials with participants in advance of the workshop. Ask participants to print the worksheets prior to the workshop and have them handy during the workshop. Send a reminder the day of the workshop with the link to the materials.
  - a. Who Am I Worksheet
  - b. Is it Bias Case Scenarios
  - c. Action Planning Worksheet

Facilitator tip: At the start of the workshop chat the link to where participants can download and print the workshop materials in case anyone hasn't printed them in advance.

## Workshop Agenda

### **Welcome and Introductions (15 minutes)**

Overview of Session Objectives and Basic Ground Rules

Icebreaker Exercise – Trusted Ten

- *Examines the Like Me Bias and the implications it can have on who we hire or promote*

### **Section I: Understanding and Managing Bias (40 minutes)**

Presentation - What is Bias?

Small Group Exercise: Who Am I?

- *Exercise uses pictures to identify bias in our first impressions.*

Presentation - Impact of Bias

Presentation - Types of Bias

Present STAND MODEL - What You can Do at an Individual Level

### **Section II: Application of Concepts (30 minutes)**

Exploration through Scenarios – Is it Bias?

- *Participants will practice applying the STAND model and the concepts they've learned to determine if bias is at play in each scenario and how to manage the impact of bias on the situation.*

### **Section III: Bias at the Organizational Level (20 minutes)**

Large Group Discussion: What Biases Exist in our Organization?

Presentation – Addressing Bias from the Organizational Perspective

### **Section IV: Wrap Up and Next Steps (10 minute)**

Large Group Discussion - What Did I Learn?

Pair Conversations - What Will I Do?

Prepare Action Planning Worksheet

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