



Equality and Diversity

Overview

This one day course aims to provide participants with a highly useful insight into diversity & equality principles and practice. It explores the practical issues surrounding diversity in the work-place, examines the legislation that supports it and understands the benefits that a diverse organisation can derive

Target Group

This course is aimed at any personnel who wish to gain an insight into Diversity & Equality issues in the workplace and become more effective in dealing with discriminatory practices.

Objectives

By the end of this course delegates will be able to;

- ✗ Identify discriminatory practices within employment and service areas and implement good practice
- ✗ Describe and use own company's equality policy and procedures
- ✗ Refer to the key principles of the current anti-discrimination legislation
- ✗ Identify their own values and prejudices
- ✗ Manage diverse teams with greater awareness of behavioural issues that may arise

Course Content

Below is an overview of the topics that are covered. (Please note that if this course is delivered on an in-house basis, the content can be tailored to meet your specific requirements and address any issues you may have.)

- ✗ Principles & definitions of Equality & Diversity
- ✗ Impact on the business in terms of reputation; relationships; and business results
- ✗ How Discrimination occurs
- ✗ The process of discrimination
- ✗ Our beliefs – from myths to practices
- ✗ Understanding yourself and others
- ✗ Understanding legislation
- ✗ Age, Disability, Race, Religion, Sex, Sexual Orientation discrimination
- ✗ Human Rights
- ✗ Equal Pay / Opportunities
- ✗ Managing Diversity & Equality
- ✗ Recruitment / Advertising: legal considerations
- ✗ Maternity, Parental, Paternity, Rights / Flexible Working Requests
- ✗ Employers duty to make adjustments
- ✗ How to avoid Bullying and Harassment
- ✗ Line manager responsibility
- ✗ Dealing with allegations / grievances

Outcomes

Each delegate will receive individual feedback and will be asked to complete a personal action plan to identify key changes to implement and skills to practice.