



# **DIVERSITY, EQUITY & INCLUSION TRAINING CURRICULUM**

ACTUALIZE-GLOBAL.COM



**An Actualize program**

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# Diversity, Equity & Inclusion

At Actualize, we have partnered with various organisations to support their awareness and understanding of Diversity, Equity, and Inclusion. We have helped shape organisational approaches to the topic, cultivated learning journeys to educate and inform as well as share tools and models to help employees pursue proactive and progressive attitudes.

We acknowledge that every organisation is different, and that there is not one consistent approach to adopting a D,E&I framework. To that end, we have experience in delivering a variety of approaches to the topic. The following modules are designed intentionally to focus on different D,E&I areas, with the relevant sensitivity taken into consideration.

It is our belief that organisations and, in turn, their employees learn and develop around this topic most effectively when the content is inclusive, interactive and open. Our programs are designed to encourage discussion, share insights and celebrate diversity.

Each of the following modules can be experienced face-to-face or virtually, and last three hours in length. To encourage active participation and ensure psychological safety, we advocate these sessions to be run in groups of 20 participants or fewer.

## Ethical Working Behaviour

As part of the HKU Force for Good Initiative we orchestrated a number of years ago, we partnered with Sunhera Cariappa, the Founder of The Ultimate Toolkit. TUT is an experiential, design thinking led workshop that centres on participant discussions.

Click on the video to learn about  
The Ultimate Toolkit



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# Diversity, Equity & Inclusion

The framework of the program is adaptable to different topics, though in our experience has been best suited to the following:

- Gender Inequality
- Cultural Inequality
- Age Inequality
- Disability Inclusion

## Respect for Colleagues

This program design is best suited to an 'all-employee' approach as it acts as a 'Fundamentals of D, E & I in the Workplace' template. This half-day workshop focuses on two main areas:

- Applying best standards in workplace behaviour
- Ensuring Psychological Safety in the workplace

Combining data-driven content with interactive activities and discussions, this module is structured to develop participants' awareness in a manner that is active and engaging.

We tailor the design of this program to each of our clients, combining the relevant policies and procedures of the organisation, as well as their respective values.



# Diversity, Equity & Inclusion

## Conscious Inclusion for Leaders

Leaders within organisations are always looked to for examples of best practice. The responsibility this commands is significant enough when dealing with work commitments, let alone how to approach D, E & I issues.

This program has been cultivated to give awareness and confidence in leaders to be best positioned to be seen not only as following guidelines, but to be thought leaders and role models of D, E & I advocacy.

Rather than focusing on our conscious or unconscious biases, this workshop reframes the topic to celebrate areas of diversity, equity and inclusivity within teams and organisations.

## Working in Diverse Teams

A complimentary program to Conscious Inclusion for Leaders, the Working in Diverse Teams workshop is targeted to a more general audience. The focus of this program is to provide simple tools, models and frameworks for participants to adopt in their day-to-day work environments that makes them feel safe, included and inclusive.

## Allyship

An all-employee focused program that enables everyone to be an Ally. This skills-based workshop encourages awareness, curiosity and courageousness when it comes to understanding the experience of the LGBTQI+ community.

The session focuses on:

- When to Act
- What to Say
- How to activate Allyship

# Who are Actualize?

We're a learning business helping people and organisations develop. We have a proven track record in leadership development, sales transformation, negotiation skills, team cohesion, culture change and more.

Our unique **Head, Heart, Body, System** approach provides the framework for us to empower individuals and organisations through sharing **knowledge**, shifting **mindset**, **practicing**, and creating the right **environment** for success.



**HEAD**

We help people gain **knowledge** and get the basics right using simple, contemporary, consultative tools and techniques.



**HEART**

Getting the attitude and **mindset** right is essential. We help create more client connections by developing genuine interest.



**BODY**

We embed learning using realistic scenarios and creating opportunities to **practice**.



**SYSTEM**

We create the **environment** needed to create sustainable success by bringing senior leadership into the development process.

# Content & Context

Our extensive catalogue of content includes bespoke and tried-and-tested models to help upskill individuals and teams.

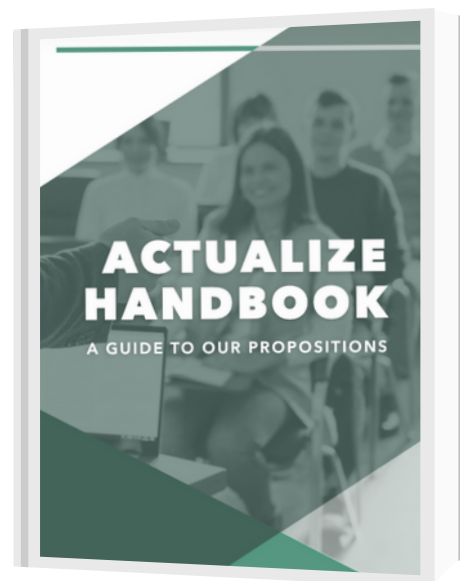
We then work closely with your business to ensure our tools and techniques are tailored to fit the context of your industry.



## Our Handbook

Our Handbook is a guide to all our propositions.

**Click on the image on the right to take a look.**



# Proven TRACK RECORD

We have a successful track record of delivering effective and long-lasting learning on a range of topics for clients.

Our process of making each program tailored to the organisation means that participants receive an authentic, relevant and practicable experience.

Below are some of the clients we have worked with. We would be happy to share more about any of these experiences upon request.



OUR CLIENTS