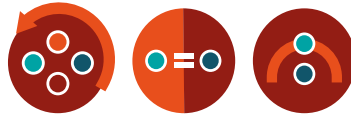


DIVERSITY, EQUITY & INCLUSION IN ACTION

A practical skill-building series for thriving, respectful professional environments

PROGRAMME 2022



Behind the important management journal articles, institutional policies, high-level statements, an International Labour Organization Convention, and the Sustainable Development Goals is a wealth of powerful, meaningful, and often surprisingly simple workplace Diversity and Inclusion (D&I) practices. This workshop series is about just that – good workplace D&I in action, from hiring and management practices to daily interactions among peers, and inclusive team practices. It provides a fresh look at D&I, no longer through the sole lens of compliance or even corporate social responsibility, but the lens of living values and pragmatism.

Many organizations know they should or genuinely want to 'do D&I', but the 'how' can seem daunting, expensive, or disruptive. This series of workshops – taken together or in specific parts – aims to provide the tools and know-how to implement good D&I practice at low cost to any organization.

No one size fits all: knowing what is suitable and effective for your organization can start with building, piloting, and adapting a basic menu

of good D&I practices. Before or while building broader institutional D&I programmes, organizations can start by meaningful actions that begin to elevate existing diversity, bring in more of it, and most importantly, remove the (sometimes invisible) barriers to inclusion. The benefits of well-managed diversity in workplaces can be reaped immediately.

This workshop series builds on good, proven, and innovative ways for D&I to become real for everyone in the workplace. Reaping the ethical, motivation, talent, retention, financial, market, shareholder, donor, and other benefits of real inclusion will ultimately depend on actions taken, and actions sustained and evolved, through a virtuous cycle of learning.

WHO SHOULD ATTEND?

HR staff, managers, team leaders, safeguarding focal points, designated persons of trust, staff representatives

WHAT FORMAT IS USED?

The workshops have a mixed design, from theory straight to practice, building on the collective

intelligence and experiences of participants, and ranging from individual exercises, to group work and role-play. Trainers provide bilateral debriefing on individual exercises.

WHAT IS THE LENGTH?

Each session lasts for 3 hours, with interval breaks and breathers. Coffee and snacks are provided. COVID-19 regulations will be applied as necessary for these in-person sessions.

WHAT LANGUAGES ARE USED?

Separate sessions for English speakers and French speakers are available. Additional languages can be requested for groups.

IS IN HOUSE TRAINING AVAILABLE FOR ORGANIZATIONS AND COMPANIES?

Yes. Hi5 offers in house training sessions upon request. Contact us: info@humanimpact5.ch

HOW MUCH DOES IT COST?

CHF 280 per individual session, inclusive of VAT, or CHF 1800 for the entire series, inclusive of VAT; discounts for multiple participants from one organization and for NGOs are possible.

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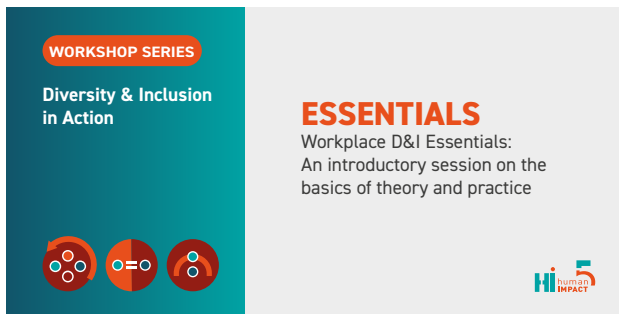
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WORKSHOP SERIES

Diversity & Inclusion in Action

ESSENTIALS

Workplace D&I Essentials:
An introductory session on the basics of theory and practice

HI HUMAN IMPACT

What you gain: After the workshop, you will have a good understanding of the proven benefits and key challenges of D&I; you will have developed your own case for D&I in the work environment; and you will have acquired the necessary elements for a tailored pathway for application of D&I in the workplace.

This session is a recommended before taking other workshops.

Session 1 – ESSENTIALS

Workplace D&I Essentials: An introductory session on the basics of theory and practice

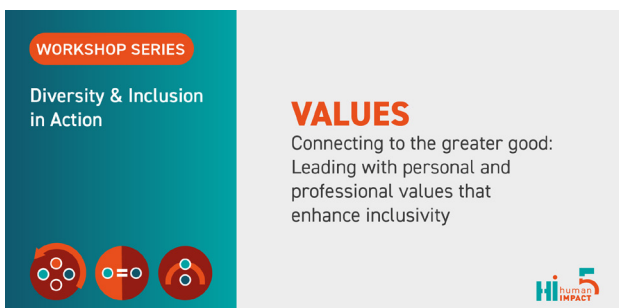
A journey through the evolution of D&I will bring you to the most recent research into 'business cases' for D&I. The workshop provides a state of the art of basic concepts, forms of workplace diversity well beyond gender, areas of discrimination in the workplace, and how to address these through D&I practices. If you already know about D&I, this can be a refresher, and if you are new to or interested in D&I, this is your window of opportunity to come on board. It paves the way to a practical approach to D&I in the workplace, no matter at what level of the organization you work.



25 March, 2022; Impact Hub Geneva

English version 9:00-12:00 > [REGISTER](#)

French version 14:00-17:00 > [INSCRIVEZ-VOUS](#)



WORKSHOP SERIES

Diversity & Inclusion in Action

VALUES

Connecting to the greater good:
Leading with personal and professional values that enhance inclusivity

HI HUMAN IMPACT

What you gain: With this session, you will reconnect to your values and feel empowered to embody them in action; you will also have a simple technique to apply values clarification in teams and render organizational values more meaningful, concrete, and measurable. You will also have a very clear understanding of trust in the workplace and how it applies to everyday behaviours and performance.

Session 2 – VALUES & TRUST

Connecting to the greater good. Leading with personal and professional values that enhance inclusivity

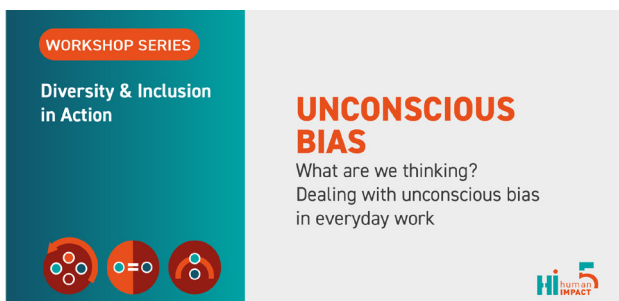
This workshop aims first at the individual and provides a pathway for personal values clarification and how to connect to and embody professional and organizational values. It will provide tools for how D&I work can be rooted in unifying values. It also paves the way for the following three workshops on unconscious bias, sexual harassment, and bystander intervention.



29 April 2022; Impact Hub Geneva

English version 9:00-12:00 > [REGISTER](#)

French version 14:00-17:00 > [INSCRIVEZ-VOUS](#)



WORKSHOP SERIES

Diversity & Inclusion in Action

UNCONSCIOUS BIAS

What are we thinking?
Dealing with unconscious bias in everyday work

HI HUMAN IMPACT

What you gain: With this workshop, you will have insight into how unconscious bias plays out in various workplace situations and the benefits of addressing it; you will have a personal view of your own unconscious biases and how to train yourself to reduce them. You will have starter tools to introduce and apply unconscious bias-reducing techniques in the workplace.

Session 3 – UNCONSCIOUS BIAS

What are we thinking? Dealing with unconscious bias in everyday work

What lies behind what we often call 'intuition' or 'gut feeling'? How much of our workplace interactions, choices and decisions, and 'objective' evaluations at work are rooted in our true rational and conscious mind? This session is the start of a journey into understanding, acknowledging, challenging, and training ourselves to reduce implicit bias in our workplace interactions. It provides a key to removing barriers to inclusion, to better performance, and to decision making.



20 May 2022; Impact Hub Geneva

English version 9:00-12:00 > [REGISTER](#)

French version 14:00-17:00 > [INSCRIVEZ-VOUS](#)

PROGRAMME 2022



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WORKSHOP SERIES

Diversity & Inclusion in Action

BYSTANDER INTERVENTION

Speaking up, stepping in: Building active bystanders in the workplace

HI human IMPACT

What you gain: *Personal insight into your value system that can help you to be prepared to step in when discrimination occurs around you. You will gain the confidence that it takes to be an active bystander, and a basic tool package if you intend to introduce bystander practice in the workplace.*

Session 4 – BYSTANDER INTERVENTION

Speaking up, stepping in. Building active bystanders in the workplace

If you have ever witnessed harassment, bullying, or other unethical behaviours and felt unease, this workshop is for you. It will help you connect to the values that may compel or prevent you from doing what you know is right. It will provide you with the tools to be a reliable colleague, whether a direct or indirect 'bystander'. Bystander intervention is key to D&I and to creating respectful workplaces.



30 September 2022; Impact Hub Geneva

English version 9:00-12:00 > [REGISTER](#)

French version 14:00-17:00 > [INSCRIVEZ-VOUS](#)

WORKSHOP SERIES

Diversity & Inclusion in Action

INCLUSIVE MEETINGS

Meetings that matter: inclusive meetings, feedback, and evaluations toolbox

HI human IMPACT

What you gain: *You will walk away with a toolbox of techniques that can be adapted to various meetings – from bilateral to groups – both online and in person.*

Session 5 – INCLUSIVE MEETINGS

Meetings that matter. Inclusive meetings, feedback, and evaluations toolbox

Psychological safety is crucial to well-performing teams and to personal development in the workplace. It is what ensures that staff come with game-changing ideas, flag risks that require mitigation, and are able to just be themselves in a team, fearlessly. This workshop will explore various techniques (starting from the basics) of inclusive meetings.



21 October 2022; Impact Hub Geneva

English version 9:00-12:00 > [REGISTER](#)

French version 14:00-17:00 > [INSCRIVEZ-VOUS](#)

WORKSHOP SERIES

Diversity & Inclusion in Action

PSYCHOLOGICAL SAFETY & REPORTING

How are we doing? Ensuring psychological safety, appropriate grievance/support mechanisms & pragmatic measuring of D&I

HI human IMPACT

What you gain: *With this workshop you will have a solid checklist for D&I policy to apply to your organization or to review and refine an existing D&I policy; a menu of simple ways to pulse check, monitor and evaluate D&I.*

Session 6 – PSYCHOLOGICAL SAFETY & REPORTING

How are we doing? Ensuring psychological safety, appropriate grievance/support mechanisms & pragmatic measuring of D&I

This workshop is in many ways the 'cherry on top' of the D&I menu. It aims at reviewing pitfalls and best practices of grievance mechanisms for reporting on issues of discrimination and psychosocial risk. It will cover the basics of D&I policy elements, provide a framework for analysing the complaints mechanism or for building one that is meaningful and appropriate. It will also cover easy and practical ways to ensure that D&I practices are working.



25 November 2022; Impact Hub Geneva

English version 9:00-12:00 > [REGISTER](#)

French version 14:00-17:00 > [INSCRIVEZ-VOUS](#)

PROGRAMME 2022



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What you gain: *With this workshop, you will have a clear understanding of sexual harassment, and will be equipped to respond to it; you will have a critical lens with which to identify organizational risks and prevention measures.*

Session 7 – SEXUAL HARASSEMENT PREVENTION

It's everyone's issue. Sexual harassment prevention 360°

Talking about sexual harassment can be uneasy and clichés abound. In this workshop we first break the clichés with data that brings all participants to the table. Sexual harassment affects everyone. The workshop clarifies what sexual harassment is and is not – from personal experience 'grey zones' to legal definitions. It situates sexual harassment within the range of workplace discrimination and barriers to career advancement, and helps participants understand what to do if it happens to them, and if it happens to someone else – appropriately and meaningfully. Key risk factors and prevention measures are addressed.



16 December 2022; Impact Hub Geneva

English version 9:00-12:00 > [REGISTER](#)

French version 14:00-17:00 > [INSCRIVEZ-VOUS](#)

Workshops are held at the Impact Hub Geneva, 1 Rue Fendt, 1201 Geneva, Switzerland

[Visit our training centre >](#)

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info@humanimpact5.ch



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ABOUT HUMANIMPACT5 - HI5

HumanImpact5 – HI5 is a Swiss-based Limited Liability Company (LLC) and Association. HI5 offers bespoke services, tailored to the unique needs of our partners.

HI5 offers strategic support, facilitates policy and business processes, and conducts analysis and research. Intervening at any stage of a project cycle, we focus on bringing ideas into concrete and measurable action. Our work spans across 5 types of services and 5 thematic areas that support our mission, and those of our partners.

The way we work is generally through consultancy, either through long-term commitment or through time-limited, project-based activities **accompanying our partners towards greater social and human impact.**

Gabrielle Landry Chappuis leads the Diversity, Equity, and Inclusion work at HI5. A certified organizational person of trust (ombuds) and lecturer in workplace diversity and inclusion as part of business ethics programmes, she provides a portfolio of services and training across the public and private sectors. She is specialized in organizational psychological safety and trust, and values-based management.

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