Small Steps Post Card v5 Press Ready.pdf 1 10/31/2019 4:52:54 PM

SMALL **STEPS**

Everyday steps to create a more inclusive workplace

To best enable mission success, we must leverage the knowledge and experience of a diverse workforce. Taking personal and intentional steps will help create a culture that connects each employee to the organization, creates an environment where differences are celebrated, and leads to a more collaborative and innovative workplace.

AWARENESS

Participate in training and self-directed research to help you understand why biases exist, their impact, and ways to mitigate them.

- Participate in diversity and unconscious bias training
- Read research and articles on biases
- Participate in leadership communication training
- Take the Implicit Association Test

EXPOSURE

Place yourself in opportunities that allow for repeated interaction with members of diverse groups to help diminish stereotypes created or reinforced by popular media, community, friends, and family.

- Attend and participate in diversity-themed observances at work and in your community
- Participate in experiential learning opportunities that may be uncomfortable, such as visiting cultural museums or historical sites
- Have lunch with or find ways to personally engage with individuals different from yourself
- Accept invitations from people you don't normally spend time with

ACTION

Put what you've been thinking and learning into motion. Proactive efforts are more powerful in increasing awareness and exposure to help mitigate biases.

- Invite an employee resource group member to your staff meetings to discuss the group's mission and activities
- Ask to shadow a senior executive or, if you are a senior executive, invite someone you wouldn't normally engage with to shadow you
- Speak at inclusion events and be an active participant; not just an attendee

SOCIAL ACCOUNTABILITY

Talk to friends and colleagues about improving your diversity and inclusion habits, and ask for social accountability to increase your commitment and follow-through.

- Join or create a peer group to discuss your goals, actions, and results, and to encourage engagement from others
- Include diversity and inclusion measures in your performance goals
- Take advantage of opportunities to have difficult conversations with people you've gotten to know well

For more information, please contact your Equal Employment Opportunity, Diversity and Inclusion office.

036224

Small Steps Post Card v5 Press Ready.pdf 2 10/31/2019 4:52:54 PM

My Small Steps MAKE A BIG IMPACT

What steps will you take to build a more diverse and inclusive community?

STEP 1 — AWARENESS

I will explore my own viewpoints and preferences to better understand how they impact the workplace:

1. _____
2. _____
3. _____

STEP 2 — EXPOSURE

I will interact with people and cultures outside of my identity groups to help mitigate my biases:

1. _____
2. _____
3. _____

STEP 3 — ACTION

I will commit to these concrete activities to apply what I've learned:

1. _____
2. _____
3. _____

STEP 4 — SOCIAL ACCOUNTABILITY

I will participate in these peer groups, employee-led efforts, or associations to measurably improve the work environment:

1. _____
2. _____
3. _____

For more information, please contact your Equal Employment Opportunity, Diversity and Inclusion office.

036224