



Course Content

Course Description:

Experiencing diversity is a part of living in a civilized society. Difference does not equal a right way and a wrong way, it is variety that can lead to a common goal. Understanding the various forms of diversity makes for a better company and world in general

At Course Completion:

After completing this course, student will be able to:

- Define diversity
- Understand various forms of diversity
- Comprehend the importance of diversity training
- Handle conflicts with regard to diversity

Topics:

Module One: Getting Started

- Case Study
- Module Four: Review Questions

Module Two: Understanding Diversity

- What is Diversity?
- Benefits of Diversity
- Managing Diversity
- Zero-Tolerance Policy
- Case Study
- Module Two: Review Questions

Module Five: Pregnant Employees

- Hiring
- Accommodations
- Maternity Leave
- Firing
- Case Study
- Module Five: Review Questions

Module Three: Racial Diversity

- Employer Responsibility
- Benefits of Racial Diversity
- Diversity Initiatives
- Complaint Process
- Case Study
- Module Three: Review Questions

Module Six: Lactating Mothers

- Lactation Accommodation Policy
- Space in the Workplace
- Break Time
- Lactation Accommodation Exemptions
- Case Study
- Module Six: Review Questions

Module Four: Employees with Disabilities

- Hiring
- Accessibility in the Workplace
- Benefits
- Human Resources and Best Practices

Module Seven: Sexual Harassment

- What is it?
- Training
- Policies
- HR's Role

Diversity and Inclusion

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Hours: xx



- Case Study
- Module Seven: Review Questions

Module Eight: Employees Over Age 40

- Recruitment
- Hiring
- Salaries
- Layoffs
- Case Study
- Module Eight: Review Questions

Module Nine: LGBTQ

- Phobia's
- Human Rights Campaign
- Company's Mission Equality Statement
- LGBTQ Resource Groups
- Case Study
- Module Nine: Review Questions

Module Ten: Sensitivity Training

- Benefits
- Training Content
- Method(s) of Delivery
- Assess Effectiveness
- Case Study
- Module Ten: Review Questions

Module Eleven: Handling Diversity Complaints

- Create a Step-by-Step Process
- Publish the Process
- Train Employees
- Retaliation
- Case Study
- Module Eleven: Review Questions

Module Twelve: Wrapping Up