



## Facilitator Guide

# **Diversity and Inclusion: The Basics**

## **Part 1**

## Course Description

Diversity and Inclusion The Basics Part I online module was designed to provide a common language and framework for understanding diversity and inclusion at Mercy College of Ohio. Offering clear and concrete definitions and explanations, this introductory module strives to ensure that all faculty and staff have the foundational knowledge necessary to support continued learning and development.

The following discussion guide is intended to help a manager or team leader facilitate a follow-up dialogue after the completion of DI: The Basics - Part I.

## Course Objectives

- Recognize the importance of DI in our work environment
- Define and understand the terms: diversity, equity, and inclusion
- Reflect on what DI means to you, colleagues, team members, and Mercy College of Ohio

**Diversity** is expressed in myriad forms, including race and ethnicity, gender and gender identity, sexual orientation, socio-economic status, language, culture, national origin, values, religious commitments, age, (dis)ability status, and political perspective.

**Equity** is equal opportunity for all persons. Being equitable means not discriminating on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status.

**Inclusion** ensures differences are welcomed, different perspectives are respectfully heard, and every individual feels a sense of belonging.

## FACILITATOR INSTRUCTIONS

First, distribute the DI: The Basics - Part I corresponding participant handout (identical to the Facilitator Guide, though without these instructions). Begin by asking for overall impressions and/or reactions. Review the learning goals for Part I, and the definitions of diversity, equity, and inclusion, listed below. Facilitate a discussion using the questions provided on page 2.

Have participants complete the self-reflection activity, found on page 2 of both the facilitator and participant guide, then reconvene to discuss how we, as individuals, can make others feel more included and valued. Finally, have participants complete the action plan, “In the next month, I will...”.

## Discussion Questions

- DI: The Basics - Part I used a garden analogy. What other analogies do you have as a way of thinking about diversity, equity and inclusion?
- Why is DI important to you both personally and professionally? What is the value in being an organization that embraces diversity practices, equity and inclusion?
- How can we apply these principles to our practices? In what areas? (i.e, hiring, development, on-boarding)
- Describe a situation at work in which diversity, equity, and inclusion are an important part. Why? What can we do to make the situation that was described more inclusive?
- What is the most valuable experience you have had regarding the importance of DI? How can knowledge help us create a better, more inclusive environment?

## SELF-REFLECTION

- The following questions were asked in DI: The Basics - Part I. Take a few minutes for self-reflection, and then consider the following:
- What does diversity mean to me?
- When have I or someone else been treated equally, but should have been treated equitably?
- Think of a time when you felt excluded. What were your feelings? How did they impact you?
- How can I help others to be/feel **included? Valued?**

## ACTION PLAN

In the next month, what one action will I commit to that promotes diversity, equity, and/or inclusion? (i.e. "I will engage in a conversation with someone whose opinions differ from my own.") Select a partner with whom you will meet periodically and help you stay the course with your action plan.

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