

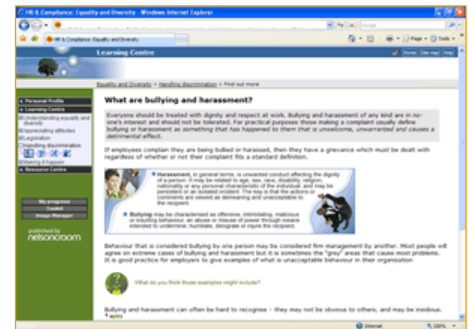
## professional development portfolio

# Equality and Diversity

Most people are familiar with the terms “equality” and “diversity” but what do they really mean for an organisation? Many people think that they are simply politically correct buzzwords; more legal jargon to comply with which generates more work. Yet a commitment to these principles has real advantages for both an organisation and its staff. A culture that promotes equality and diversity leads to a better working environment, more motivated employees and a greater commitment from all stakeholders.

**Equality and Diversity** enables the learner to:

- Understand the relevant legislation and how to put the theory into practice
- Support differing views and beliefs without losing sight of their own and the organisation’s values
- Identify discrimination and learn how to challenge it positively so that all involved can contribute to making equality and diversity work in the organisation
- Become more sensitive to differing needs and preferences allowing a greater variety of solutions to a range of issues
- Help develop and support a culture of equality and diversity which will encourage loyalty and respect from colleagues and customers alike



### Learning outcomes

#### Understanding equality and diversity

- How are equality and diversity interrelated?
- What is equity and why is it so important?
- What are the benefits to the employer?
- Isn't this just political correctness?
- How do I demonstrate my understanding of equality and diversity?

#### Appreciating attitudes

- What is meant by “attitudes”?
- What influences people’s attitudes?
- Why is it important to respect different attitudes?
- What can I do to put myself in other people’s shoes and how can I understand other people’s attitudes?
- What happens when attitudes differ?
- What can I do to come to terms with conflicting attitudes?

#### Legislation

- Why do we need legislation?
- What is the legislation in this area?
- What are the consequences of ignoring the legislation?
- How do I make sure I adhere to the legislation?
- Where can I look for more information?
- What procedures do I follow if I think that the law is being broken?
- What impact does legislation have on individual company policy?

#### Handling discrimination

- What is discrimination and who is capable of it?
- What happens, if someone I work with, or myself, is being discriminated against?
- What if I am accused of discrimination?
- What are bullying and harassment?
- What processes are there for dealing with discrimination?
- What are positive discrimination and positive action and direct and indirect discrimination?
- What are institutionalised “isms”?

#### Making it happen

- What is my organisation’s policy?
- How can my organisation and how can I actively promote equality and diversity?
- What examples of positive action are there?
- What happens if things go wrong?

#### Target audience

This course is designed to appeal to staff at all levels. Managers and staff members who have specific responsibilities will be able to focus on those areas in particular.

**See also:** *Employment Law for Managers, Conducting Performance Appraisals, Recruitment and Selection, Effective Communication, Managing Relationships, Data Protection, Environmental Compliance.*