

A toolkit for a diverse work life

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Diversity as a concept

Get to know the concept of diversity



Unconscious biases

How to change your way of thinking?

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Diversity management

How do you successfully lead a diverse work community?

Recruitment

Barrier-free recruitment is smooth for everyone

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The benefits of diversity

Diversity is an resource



Exercises for the work community

Exercises to promote diversity

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Diversity as a concept



Diversity is all the difference that we humans have.



Disability

Sexual orientation

Age

Religion

Citizenship

Ethnic origin

Health

Sexual

Language

**In the work community,
diversity also includes:**

Divergent training of employees

Experience

Acquirements

The way you work

Personality

Set of values



Diversity as a concept

Diversity is a broad concept. Think about what it means to you and your organization, and learn more about it.

1. Define what the concept of diversity means to you?



2. How diversity appears in your organization?

3. What do you think of inclusion and equality means?



Find out more about diversity:

Diversity fact sheet:

<https://www.cipd.co.uk/knowledge/fundamentals/relations/diversity/factsheet>

Disability: <https://www.cipd.co.uk/news-views/viewpoint/disability-work>

Age: <https://www.cipd.co.uk/news-views/viewpoint/age-diversity#66502>

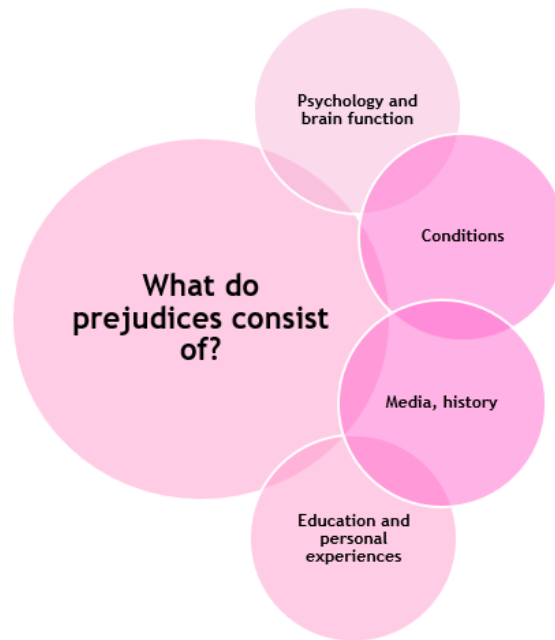
Sexual orientation: <https://www.cipd.co.uk/news-views/viewpoint/sexual-orientation-gender-identity#66502>

Religion: <https://www.cipd.co.uk/news-views/viewpoint/religion-belief>





Bias influence our choices, so recognizing them plays a very important role in promoting diversity and inclusion.



The unconscious bias is our subconscious attitude, which influences our actions and is heavily involved in all our decision-making. To make quick decisions, our brain classifies and generalises information.

We are very often unaware of our own attitudes because they are part of our worldview. Each of us has unconscious beliefs on which to structure the world.





Our unconscious bias affects who we recruit, who we want to work with, how we lead and communicate, and what products we design.

Our biases affect our objectivity and decision-making. Biases can also undermine the way we operate and the organisations' ability to reach a diverse workforce.

Every organisation should look at how to achieve the most objective working culture as possible.

Organisational tools to manage bias

Training

Anonymous recruitment

Diversity in the organization

Utilization of artificial intelligence

Whether to hire someone with whom is it nice to work and what is a “culture fit”? Or would it be more important to hire someone which brings valuable more to the company that is, is there a “culture add”?

Sara Salmani, DEI expert



Test your own unconscious attitudes with the Havard University Test!

<https://implicit.harvard.edu/implicit/featuredtask.html>

The conditions for a successful diverse work community:

- Regardless of background, people experience belonging and appreciation
- Staff members are allowed to influence the work and operating culture
- Leadership is fair

What qualities does a leader need?



**Inclusively led teams:
Perform 17% better
Make 20% more quality decisions
Cooperate 29% better**

Source TEM 2022



10 COMMAND TO THE DIRECTOR FOR DIVERSITY

- 1 Listen actively.
- 2 Be curious and maintain a desire to learn more.
- 3 Take responsibility and implement inclusive activities in the work community.
- 4 Lead by example and create clear rules for the work community.
- 5 Don't judge people by stereotypes. Ensure that all employees are treated fairly and individually, not as representatives of his group.
- 6 Create a psychologically safe work community. Set aside time for an open and safe conversation, and prevent potential tensions in the work community.
- 7 Actively search for different opinions and views.
- 8 Challenge your own prejudices and show vulnerability.
- 9 Support employee skills development.
- 10 Recognize different successes and reward for it.

Source TEM 2022



**Diversity management
self-assessment test (Fibs, 2021).
[Make a test here!](https://monimuotoisuusarviointi.fi/en)**

<https://monimuotoisuusarviointi.fi/en>

In order to promote diversity, it is important to take into account and take advantage of people's diversity:

- **When a suitable work is done by a suitable factor, the realization of the organization's strategy and goals is promoted in the best possible way.**
- **The different skills of the employees enrich and create opportunities to succeed, develop and develop.**
- **By recruiting employees from different backgrounds and with different working abilities, we promote the diversity of working life.**

**Take advantage of diversity.
Introduce skills and motivation.**

Positive action special treatment:

The aim is to promote de facto equality.

The target can be people who are disadvantaged or disadvantaged.

The use in recruitment should be planned and its use should be decided before recruitment.

Use may be considered after a fair comparison between applicants and a choice between approximately equal applicants.

Source Finnish Institute of Occupational Health. How to promote diversity in recruitment in 2021



Recruitment practices that promote diversity:

- 1** Look at the state of diversity in your organization
- 2** Define the job application and the evaluation criteria clearly and without discrimination
- 3** Think about language issues in advance
- 4** Carefully prepare your job advertisement
- 5** Use diverse recruitment channels and networks
- 6** Ensure the availability of recruitment systems
- 7** Consider using anonymous or partially anonymous recruitment
- 8** Prepare carefully for the interview situation
- 9** Ensure that the selection is non-discriminatory and transparent
- 10** Make clear guidelines for non-discriminatory recruitment

Source Finnish Institute of Occupational Health. How to promote diversity in recruitment in 2021



Learn more about barrier-free recruitment:

https://services.anu.edu.au/files/guidance/what-we-are-all-about_additional-information_barrier-free-recruitment-%40-anu_managers-guide.pdf

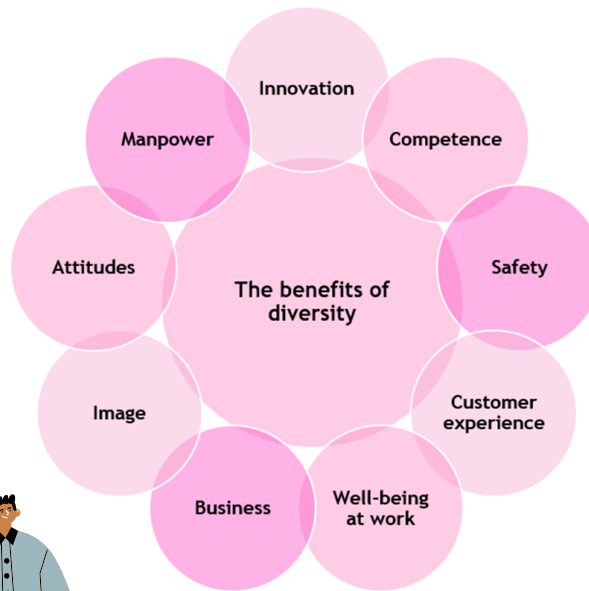


Theme
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The benefits of diversity



Diversity benefits the work community



The advantage of a diverse work community is the polyphony that allows

- enriching innovation
- broadening perspectives
- developing services
- improving the customer experience
- supporting product development
- achieving economic growth

Source Lipponen, A & Vainio, S. 2021



Theme
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The benefits of diversity

In the work community, diversity acts as a competitive advantage and an enabler of growth. It is important to engage every employee and make their voices heard.



1. Consider the benefits of diversity in your work community?

2. Choose the three benefits you perceive and think about how they affect your business?

3. Consider how you could make better use of diversity in your organization?



[Learn more about the benefits of diversity:](https://businessdisabilityforum.org.uk/)

<https://businessdisabilityforum.org.uk/>



Exercises for the work community

An exercise that can be done together with the work community

- 1 **Respect each other**
Reflect and discuss what you yourself think about your current colleagues. Is there room for diversity and different colleagues in the work culture you have created?
- 2 **Listen up**
Are you good conversation partners? Did you receive your message? Do you understand each other?
- 3 **Focus on the moment**
Are you present and interested in your colleagues? Do you dare to speak out loud even about difficult things?
- 4 **Have a discussion**
Is there free discussion at your workplace, recognition of successes and do you give positive/constructive feedback to each other? Do you enjoy your workplace? Do you dare to disagree with things?
- 5 **Patiently forward**
Are you aware that the functionality of the work community can be sought in many different ways? What have you done already? Change starts with small steps.



Think together, which of these should you develop?
What is already working well?



Exercises for the work community

Priviledge walk

How privileged are you?

Have you thought about what kind of adversity others might have to face?

Answer the following 20 questions independently and then discuss about the theme together.

1. Your parents were born and raised in your home country
2. You haven't had to skip a meal or go hungry because your family didn't have food to eat.
3. Your parents owned an apartment or a house where plants.
4. You grew up in a two-parent family.
5. Your parents or teachers encouraged you to study.
6. You have never been afraid or faced violence because of your ethnicity, class, origin, gender, sexual orientation or disability.
7. Chronic illness has not limited your opportunities.
8. Your public holiday is marked in red on the calendar.
9. No one has asked you if you are a girl or a boy.
10. You still have money at the end of the month.
11. Your chances of getting a job are not worse because of your name.
12. You can buy a patch that is the same color as your skin.
13. People almost never give you a suspicious wink on the street.
14. You can go to a place without having to think about stairs or thresholds.
15. You feel like people listen to you and take your opinion seriously.
16. You can do business with the authorities without an interpreter.
17. You can walk down the street hand in hand with your loved one without anyone wondering.
18. Your parents and teachers have made you feel that you can be anything you want.
19. You don't have to worry that your salary will be lower than your colleagues because of your gender.
20. You have a home.

best of
LUCK

source: Don't assume - norms upside down

