

# E-Toolbox Diversity: Diversity goes online

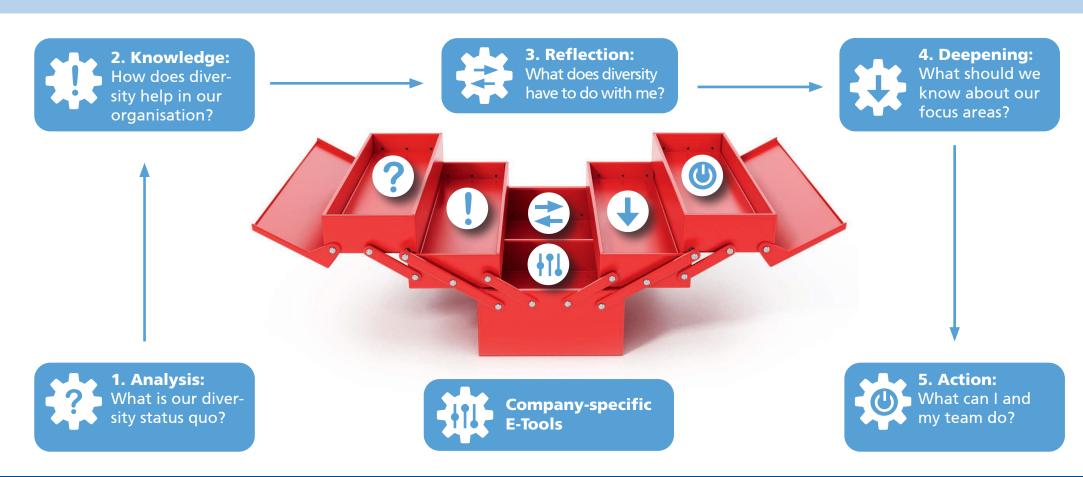
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In our E-Toolbox Diversity you will find innovative online tools to push your diversity management. Simply choose the type and number of E-Tools according to the needs in your organisation – be it unconscious bias, gender or inclusion. The E-Tools provide support for every step in the change process from analysis to action. The E-Tools go beyond front-of-class teaching such as online presentations and podcasts and are instead based on real interaction. The E-Tools include for example self tests, online exercises, group discussions, dialogue formats and team action plans. A communication kit helps to introduce and explain the E-Toolbox.





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You can choose from the following E-Tools, depending on your organisation's needs. We recommend two tools for each step if you are starting with diversity management. Practitioners focus on the next step that is necessary. The E-Toolbox Diversity can be extended anytime.



#### 1. Analysis:

#### 1. Self test: Am I fit for diversity?

Online test to identify diversity readiness

### 2. Team analysis: Are we diverse?

Questionnaire and group discussion on the diversity within the team

3. Appreciative inquiry: What are you great at? Interview guidelines to detect

strengths within the team

4. Coffee talk:
How do we cooperate?
Dialogue for a qualitative analysis

#### 2. Knowledge:

- 1. Diversity game: What do we know about diversity? Quiz for teams with personality questions and facts
- 2. Lunch meeting: Fathers?
  Mini-me effect? Inclusion?
  Webinar with presentation and discussion
- **3. Best practices: How does diversity work?**Online brochure with examples from different companies
- **4. Studies: Theoretical background**Texts and slides on academic research

#### 3. Reflection:

# 1. Dialogue: My unconscious bias moment

Group exercise with guidance on identifying biases

- 2. Self test and dialogue: Implicit association test Online test and group discussion on unconscious bias
- **3. Critical incidents: What action would you take?** Online test with multiple choice questions
- **4. Videos and cartoons: What is happening here?**Short stories and pictures with guidance for group discussion

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#### 4. Deepening:

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# 1. Workshops: Part-time leadership! Innovation! Home Office!

Video conferences with input and exercises

# 2. Learning buddies: Learning in pairs

Checklists and templates for supervision between colleagues

- **3. Tandems: Babyboomers** and Gen Y! Woman and man! Guidelines and review questions for a two-person project
- **4. Round table: Informal talks** Weekly online meeting on current issues

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#### 5. Action:

### 1. Individual action plan: What shall I do?

Guidelines for broadening behavioural repertoire

- 2. Team action plan: What shall we do together?
- Guidelines for developing activities for the whole team
- 3. Nudges: Catalogue of activities

30 one-pagers, each with a different suggestion for action

4. Review plan: What have we achieved?

Questionnaire to follow up action plans



#### Parallel: Company-specific E-Tools:

#### 1. Tone from the top:

Why I am personally convinced by diversity

Video message from the CEO with a strategic argument and an appeal for all

#### 2. Business case:

Why we need diversity in our company

Animated presentation with the facts, goals and plans of the organisation

### 3. Diversity poster and giveaways: To touch and remember

Visual and tactile items to remember diversity



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#### **Example 1:**



First step – Analysis
Self test: Am I fit for diversity?
Online test to identify diversity readiness

| Am I fit for diversity?  |
|--|
| I spend time with people who are different to me (e.g. lunch, break).  Often O sometimes Orarely |
| I listen to the concerns of others and try to understand.  Often O sometimes O rarely            |
| I am curious and want to learn more.  Often Osometimes Orarely                                   |
|  |





#### **Example 2:**



Third step – reflection
Videos and cartoons: What is happening here?
Short stories and pictures with guidance for group discussion

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#### Ken Tanaka: What kind of Asian are you?

Watch the video on https://youtu.be/DWynJkN5HbQ

#### Part 1: Answer the following questions:

- Why does the 'real American' ask the jogger where she comes from?
- Why doesn't the answer satisfy him?
- How does the jogger feel about this question?
- What role does cultural identity play?
- Where do you see stereotypes?
- How would you answer the question of where you come from?
- How would your colleagues answer this question?

#### Part 2: Discuss in your next team meeting:

- What do I think about this video and its message?
- Which cultural identities do we have here in our team?
- How does the individual experience stereotypes that are projected on him\_her?
- What do you take as a team from this discussion?







#### Dr. Petra Köppel Synergy Consult

We are a diversity consulting company in the heart of Europe with over 10 years' experience in D&I training, and were one of the first institutes to develop digital learning formats. Our diverse team of instructional designers and e-learning specialists can draw on a wide range of expertise and backgrounds.

We support our clients to increase their competitiveness, customer focus, innovative capability and employer attractiveness via D&I.

Our clients include McDonald's, Volkswagen Services, Siemens, MAN, Novartis, EnBW, Roche, Diehl, KfW, Siltronic, ERGO, DEG, Talanx, Atlas Copco, Bundeswehr, Coca-Cola, FreeNow (MyTaxi) and many more. We also collaborate with CEOs of multinational companies to exchange best practices in our 'Synergy by Diversity' network.



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