

Taking Responsibility (Employee Module)

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Learning outcomes:

- Identify the difference between acceptable/unacceptable behaviour and language at work.
- Define different types of discrimination.

What you will need:

- "In or out?" activity cards (2 sets)
- Handout 4 - Scenarios - Stepping in...
- Handout 5 - Different types of discrimination

Content and suggested timings:

In or out?	30 mins
Responsibilities and raising concerns	10 mins
Stepping in...	25 mins
Different types of discrimination	5 mins
Total duration:	70 mins

Introduction

This session is about looking at day-to-day scenarios in a practical, light hearted way to make people consider the language they use, why they use it and ultimately how a more inclusive work environment can be created.

It can be hard to keep up-to-date with the world around us and to know what is currently acceptable, to both say and do in the workplace. Some people can spend 20 to 40 (or more!) years at work and never be challenged on language/behaviour that is outdated and, in some cases, unacceptable. The use of discriminatory, prejudicial or exclusive language/behaviour whether intentional or not, encourages the exclusion, devaluing and stereotyping of groups or individuals.

Words, phrases, images, common practices and so on go in and out of common usage and can leave people unsure about what is acceptable. Similarly, what is considered acceptable by society and business is constantly evolving, therefore it is important that we all from time to time, re-examine the language we use, our behaviour and practices.

The language, behaviour and practices used in an organisation should give a clear message to everyone you deal with that you value diversity and respect individual differences.

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