Diversity and Inclusion Toolbox

*Meets your mandatory diversity training!

Contents:
1. This Instructional Booklet
2. Ten Books
3. Posters (3 per location)
4. USGS Diversity and Inclusion Video
5. Pens (1 per trainee)
6. Bookmarks (1 per trainee)
7. Toolbox Tracking Map
Diversity Training Option
Want to create your own training and receive Diversity credit?

Use the USGS Diversity and Inclusion video (included in the Toolbox) to start a discussion.

Here is an example . . .

The Core Science Systems Mission Area (CSS) of USGS makes diversity and inclusion part of their daily routine. The Senior Leadership Team in CSS has instituted diversity discussions at staff meetings and quarterly discussions.

The CSS Mission Area leadership has rallied around making diversity and inclusion part of everyday management.

They have:
- made annual commitments within their personal performance plans;
- coordinated efforts to hire student interns through a variety of authorities;
- explored opportunities for closer coordination with schools with diverse populations;
- used diversity and inclusion discussions to form a stronger management team; and
- used Marcia McNutt’s Diversity and Inclusion video.

Here is another example . . .

The USGS Headquarters (HQ) Diversity Sub-Council premiered the first in a series of Diversity Conversations at the National Center, Reston, VA, on Thursday, June 23, 2011. The HQ Diversity Sub-Council developed Diversity Conversations as a series of timely topics meant to take diversity out of the box and apply it to our daily lives, allowing USGS employees an opportunity for discussion and “aha” moments. Each event is co-sponsored by a USGS Mission Area. The series provides a presentation, followed by a facilitated discussion for each topic.

The first Diversity Conversation event was well attended. Seventy-five USGS employees watched Director Marcia McNutt’s Diversity and Inclusion video, followed by a provocative documentary, PLAY AGAIN, which explores the consequences of a childhood removed from nature. The videos provoked a lively discussion afterwards on what USGS is presently doing to engage the youth of today, and what the impacts would be on the future work force of the USGS.

All attendees receive Diversity training credit.

How are you going to create a lively discussion at your Center?

Contact John Szemraj, Diversity Manager, with your idea (703-648-7761 or jszemraj@usgs.gov).
Where Did the Diversity and Inclusion Toolbox Idea Come From?
A USGS Leadership 201 team was tasked to explore and recommend ways to “Strengthen the bonds between USGS Diversity Sub-Councils and USGS Employees.” The team recommended the development of Diversity & Inclusion Toolboxes containing training materials that would be shipped to various Science Centers/Offices. The team concluded that by having the training Toolboxes at the Center/Office, diversity training would be more accessible to all employees, and easier for Leadership and the Office of Diversity and Equal Opportunity (DEO) to promote.

Diversity Awards and the Toolbox Connection:
The Diversity Awards, sponsored by the Diversity Sub-Councils, are non-monetary awards intended to recognize individuals, supervisors, and groups who demonstrate a commitment to diversity by advancing the diversity goals and objectives of the Bureau. The Diversity Council encourages Centers to be creative and add their own Diversity training ideas to the Toolboxes. Your new training activity could be nominated for a Diversity Award.

Want to know more about Diversity and Inclusion?
Interested in attending a training conference or seminar? Go to internal.usgs.gov/diversity for more information.
USGS Diversity Council

Vision
The Diversity Council strives to achieve a USGS workforce that reflects the demographics of our Nation, and an environment which is open and accepting of individual differences. The Diversity Council desires an organizational culture where all employees are encouraged to maximize their potential and exhibit a commitment to science excellence and responsiveness to our society’s needs.

Mission
To promote diversity within the USGS reflective of our Nation’s citizens and address issues affecting quality of work life. The Diversity Council works in conjunction with the Human Capital organization, and more specifically the Office of Diversity and Equal Opportunity (DEO) and Bureau management, to achieve the goals and objectives of the Department of the Interior’s “Policy on Equal Opportunity and Zero Tolerance of Discrimination and Harassment”, USGS “Diversity and Inclusion Plan FY 2010 – 2015” and the USGS “Equal Employment Opportunity Commission’s Management Directive 715 Report and Objectives”. The Diversity Council assists management and employees with identifying and removing barriers to equal employment in the workplace and creating an environment that supports and advances the goal of science excellence.

Charter
The Diversity Council is a permanent single Bureau advisory council consisting of four Sub-Councils with a Strategic Advisory Committee. The Diversity Council is aligned under a single strategic plan and an operational plan. Each Sub-Council (Western States, Central States, and Eastern States and Headquarters) is comprised of no more than five members who serve two-year terms. All permanent and term employees interested in serving on one of the Sub-Councils are encouraged to apply during the annual call for nominations. Please reference the Diversity Council Operating Procedures for additional information.

Strategic Goals from the Diversity and Inclusion Plan 2010-2015

- **Strategic Goal 1: Retain and Recruit** - Developing recruitment/outreach strategies and retention programs that support our goal of being an employer of choice and one of the “Best Places to Work.”

- **Strategic Goal 2: Be Accountable and Responsible** - Leaders are responsible for acting as change agents and modeling behaviors which support the creation of a future state which maximizes the contributions and abilities of employees as they fulfill organizational goals.

- **Strategic Goal 3: Understand, Engage, Include, and Share** - Building and maintaining a diverse workforce and inclusive work environment by teaching supervisors, managers, and employees the value and business necessity of diversity and inclusion.

Want to get involved?
- Attend local programs
- Apply to serve on the Council by completing a nomination form found on the Diversity and Inclusion website under Resources.
- Submit suggestions/concerns to your Diversity Sub-Council

For more information on your USGS Diversity Council, go to the Diversity website at internal.usgs.gov/diversity. For additional information contact John Szemraj, Diversity Manager, at 703-648-7761 or jszemraj@usgs.gov.

Diversity Training Option

Instructor Led Diversity Courses
Contact John Szemraj, Diversity Manager, at 703-648-7761 or jszemraj@usgs.gov, if you wish to learn about additional courses.

**Championing Diversity (2.0, 4.0 or 8.0 hours)**
Developed by Franklin Covey and facilitated by a USGS employee - program designed to help your employees work together in new and productive ways. Participants discover how to understand diversity, then actively seek out and leverage differences in order to achieve better, sustained results. After attending the training, participants will be able to:
1) define diversity, 2) understand the importance of a diverse workforce, 3) link leveraging diversity to business results; 4) adjust to changing demographics; 5) challenge unproductive beliefs and stereotypes; 6) recognize the value of each employee’s unique contribution; and 7) lead and work effectively with diverse teams.

**Leading Across Generations (4.0 hours)**
Franklin Covey’s Leading Across Generations - USGS instructor-led leadership development module gives leaders a profound understanding of the differences between generations. But great leaders don’t just understand the differences, they also recognize the importance of putting those differences to work in finding more creative solutions to problems; fostering robust, productive dialogue, and engaging team members in giving their highest and best contributions.

**“OUCH!” That Stereotype Hurts (2.0 hours)**
In a unique and powerful way, viewers will experience the impact of stereotypical comments, explore why people don’t speak up against stereotypes and other biased behaviors, and learn six techniques for speaking up without blame or guilt.

**Taking the “DIS” Out of Disability (2.0 hours)**
In this session participants will explore ways to create inclusive environments by enhancing awareness, improving communication, and eliminating barriers when interacting with people with disabilities.

**Diversity Principles (2.0 hours)**
Integrate diversity principles in your work life and daily operations. The class will discuss the concepts of diversity principles, including cultural competencies, generational differences, and personalities. Also, discover how the USGS Guiding Principles intersect with diversity principles.

**Diversity and Inclusion at the USGS - Navigation Tools and Resources (2.0 hours)**
This course has been designed to provide comprehensive information about the USGS Diversity and Inclusion program, with a focus on the roles and responsibilities of leaders, supervisors and managers. The course will cover information about the USGS and DOI Diversity and Inclusion Plans, the USGS Diversity Council and Change Agents, and the different training tools and resources available to assist leaders, managers and supervisors.
Department of the Interior

The Diversity Change Agent Initiative is the First Milestone in a Journey of Inclusion...

Among the Department’s many initiatives for building and sustaining an inclusive workplace is the institution of a Diversity Change Agent program. The Office of the Secretary has established a cadre of fully committed and well-trained diversity change agents to affect and mobilize a critical mass of stakeholders to lead efforts to educate our workforce about diversity: what it is, why it is important, and how to guide people towards achieving it. The Diversity Change Agent program goal is to foster a diverse, inclusive and welcoming Department of the Interior. They will also promote diversity and inclusiveness in various programs, e.g., employee recruitment and retention, cultural competency initiatives, employee engagement, and training and development. The Diversity Change Agents successfully completed a 5-day course of instruction that included the FranklinCovey® workshops Championing Diversity, Working at the Speed of Trust, Leading Across Generations, and Rethinking Stress.

USGS Diversity Change Agents

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Skillsoft Web-based Diversity Training

Skillsoft Courses available in DOI Learn to help you meet the annual Diversity requirement:

- Managing Workforce Generations: Introduction to Cross-generational Employees
  Course number: mgmt_20_a01_bs_ens (1.0 hour)

- Managing Workforce Generations: Working with a Multigenerational Team
  Course number: mgmt_20_a02_bs_ens (1.0 hour)

- Managing Workforce Generations: Working with the 21st-century Generation Mix
  Course number: mgmt_20_a03_bs_ens (1.0 hour)

- Diversity on the Job: The Importance of Diversity and the Changing Workplace
  Course number: pd_07_a01_bs_ens (1 hour)

- Diversity on the Job: Diversity and You
  Course number: pd_07_a02_bs_ens (1 hour)

DOI Learn questions call 866-466-1998 or e-mail doilearn@sumtotalsystems.com
Diversity Training Option

Diversity Training “Video Package”

(DOI Learn Class Name: USGS-2013-0930-Self Study Videos)

Register in DOI Learn, go to the websites listed below and view the videos, then provide the Office of Diversity and Equal Opportunity a brief synopsis of what you learned from each of the videos. To receive 4-hours of Diversity training credit in DOI Learn you must e-mail your synopsis to:

John Szemraj, Diversity Manager
703-648-7761
jszemraj@usgs.gov

Video location - distancelearning.fws.gov/players/eeo.html
- Bridging the Gap (01:40:29)
- Supervising Different Generations (18:24)
- Color of Tomorrow Embracing Diversity (01:04:24)
- Equal Access to Government Programs: Disability Access, Environmental Justice, and Inclusion (01:37:22)

Video location - golearn.gov/HiringReform/index.htm
- Hiring People With Disabilities Made Simple (04:10)
- Applying for Jobs using Schedule A (05:04)
- Veterans Appointing Authorities (06:34)

DOI Learn questions call 866-466-1998 or e-mail doilearn@sumtotalsystems.com

Diversity Training Option

Diversity Books

Select a book from the Toolbox. Register in DOI Learn for the book you select (class name listed with each book), then provide a brief synopsis of the book to the DEO, outlining the top three things you learned. To receive 4-hours of Diversity training credit in DOI Learn you must e-mail your synopsis to:

John Szemraj, Diversity Manager
703-648-7761
jszemraj@usgs.gov

The Loudest Duck: Moving Beyond Diversity While Embracing Differences to Achieve Success at Work. Laura A. Liswood, November 2009, DOI Learn Class Name: USGS-2013-0930-Self Study Book 1


Building on the Promise of Diversity: How We Can Move to the Next Level In Our Workplaces, Our Communities, and Our Society. R. Roosevelt Thomas, October 2005, DOI Learn: USGS-2013-0930-Self Study Book 3


DOI Learn questions call 866-466-1998 or e-mail doilearn@sumtotalsystems.com