


Workshop Trainer Guide

Monitoring and Reporting Workplace Diversity



ANY QUESTIONS?

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INTRODUCTION

CITB co-fund CECA to run the industry-wide Fairness, Inclusion and Respect (FIR) Programme that aims to create an improved inclusive culture within the industry and to attract and retain a more diverse range of people. The Supply Chain Sustainability School is the FIR Programme Delivery Partner, working closely with CECA and other industry partners. The FIR Programme resources include a toolkit, e-learning modules, workshops and masterclasses to support and train employers of all sizes across the construction industry.

This Trainer Guide is designed for use with the course slides for **Monitoring and Reporting on Workplace Diversity**. This guide provides an overview of the workshop for the Trainer and should be read carefully before delivering the Workshop.

COURSE AIMS

Purpose:

- To clarify and demonstrate what and how to monitor and report on diversity, step-by-step, from basics through to implementation
- Demonstrate how to plan effective diversity monitoring and reporting for the business
- Check effectiveness of existing monitoring and reporting practices
- Consider how to link monitoring to business specific goals
- Understand and be able to communicate the legal requirements for employers
- Provide good practice case studies to guide implementation within organisations of different sizes
- Underline the core rationale for FIR: that staff diversity is a source of competitive advantage that, once inspired, can drive organisational and individual performance towards a shared vision

COURSE LEARNING

By the end of the course, delegates will be able to:

- Monitor effectiveness of company policies (e.g. EDI policy) and HR procedures designed to promote equality and diversity
- To understand make-up of the workforce so actions can be taken to address their needs - and therefore promote inclusion
- To understand and benchmark the diversity of people applying for jobs and being recruited into the business – so actions can be taken to widen the candidate pool, if necessary
- To understand the progress of people with different protected characteristics through the business – and contribute to meeting the requirement of the Equality Act 2010 to prevent discrimination
- Understand the importance and legal considerations of diversity in relation to the Equality Act 2010 and be aware of how company policies and procedures can contribute to, or help to prevent, discrimination and harassment
- Recognise the importance of employing diverse people with different backgrounds, experience and talents to maximise organisational performance
- Understand how to use and apply the General Data Protection Regulation (GDPR), with respect to gathering and analysing information about employees for equality monitoring purposes

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WHO SHOULD ATTEND?



This course is aimed at HR professionals as well as anyone who holds a supervisory, management or leadership role within the construction industry. It will support any FIR Ambassador in further developing their knowledge, understanding and how to practically apply that knowledge to support their organisation. Job titles would include:

Site Managers, Site Supervisors, Team Leaders, Project Managers, Project Directors, HSQE Managers, L&D / Training Managers, HR Managers, Sustainability Managers, Community Liaison Officers.

All size companies - SME through to Tier 1

This is an Intermediate Level course

THE TRAINER'S ROLE

- The facilitator needs to enable an interactive environment for delegate discussion and peer supported learning – whether the course is delivered in a virtual or physical setting
- The facilitator needs to ensure that by the end of the course, the participants have a solid understanding of the key learning outcomes

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PREPARING A SUCCESSFUL WORKSHOP

Before the workshop, **the facilitator** should:

- Be in possession of all learning and support material
- Be aware of any individual needs or requirements of any delegate and make reasonable adjustments to their course approach, methodology or materials
- Be familiar with all details within the Monitoring and Reporting Guidance Notes
- Run through slide deck and familiarise yourself with this Trainer Guide
- Be familiar with the supporting case studies used in the workshop
- Edit the slide deck to include your name, contact details and agenda/timings
- Familiarise yourself with Wi-fi log in details, venue facilities and emergency procedures. Communicate to participants at start of the session.

Before the workshop, **the participant** should:

- Consider their current role and any diversity-related issues or concerns they may have and how this course may help
- Come prepared to engage in their learning in a positive and productive manner.
- Ideally have participated in other FIR learning/training – available via the Supply Chain Sustainability School website

MATERIALS NEEDED TO RUN THE COURSE

The facilitator should prepare the following should they wish to use them throughout the day:

- White board space or flip chart paper (or the virtual equivalent – eg using Mural)

The trainer will also need copies of the following documents for each participant:

- Monitoring and Reporting Guidance Notes
- Attendance sheet showing delegate details
- Feedback sheets for each participant

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COURSE PROGRAMME

Monitoring and Reporting Workplace Diversity

Fundamentally, this course is about promoting equality, preventing discrimination and supporting under-represented groups.

We can change what we measure. Data helps us measure success and enables us to identify which approaches work and which don't. Monitoring can inform decisions on where to direct resources and services. It helps create a culture of valuing diversity and inclusion

To be an employer of choice, embedding a strong equality and inclusion culture is crucial. Monitoring diversity can help highlight workplace inequality, identify underlying causes of discrimination and help to remove unfairness and disadvantage.

The course will enable delegates to reflect on the culture of the business, and whether it supports openness and acceptance of difference. If diversity monitoring is new to the organisational culture, delegates will need to consider gradually introducing equality characteristics into their monitoring and reporting procedures.

The following programme describes the activities the facilitator should lead the group of delegates through. They should encourage the delegates to talk about their experiences in relation to Equality/Diversity, and Fairness, Inclusion, Respect - and what skills and knowledge they can take forward into their future work – this will enable the delegates to make sense of the content in their own working environments.

NB: The course can be completed within 4 hours, including time for action planning. To allow more discussion and action planning time, you can extend course duration and adjust timings.

Before the course: Ensure each delegate signs the attendance sheet and is provided with a feedback sheet, a workbook and an action plan form.

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Slide	Activity	Guidance notes for trainer
1	Welcome and Introduction	<i>10 minutes</i>
2		<p>Introduce yourself, run through timings and health and safety.</p> <p>Ask delegates to introduce themselves to each other, stating their role.</p> <p>Introduce FIR Programme and the wider learning support for FIR in construction</p> <p>Run through learning objectives and agenda – “What we will cover”</p>
3	What is diversity monitoring and why do we need it?	<i>45 minutes</i>
4		Description of Diversity Monitoring (What?)
5		Reasons and benefits of diversity monitoring (Why?)
6		Current Positioning – Discussion among delegates on what happens in their organisations
7		Legal Requirements – Equality Act 2010
8		<p>Northern Ireland – differences in the Equality Act</p> <p>Use of GDPR with respect to diversity monitoring</p>
	BREAK	<i>BREAK - 10 minutes</i>
9	Step by Step Approach to Diversity Monitoring and Reporting	<i>60 minutes</i>

10		Protected Characteristics – description
11		Optional Measures for Inclusion
12		Increasing Response Rates
13		Kier Highways Case Studies – how they increased response rates
14		Involving Stakeholders
15		Practical Considerations: Communicating Intent / Distribution Methods / Follow Up / Confidentiality Includes Case Study – Network Rail MMP
	BREAK	<i>BREAK - 10 minutes</i>
16	What monitoring will help you measure	<i>45 minutes</i>
17		Tailoring to Business Goals
18		Measuring for Inclusion
19		Prioritise

20		Reporting
21	Action Planning	<p><i>20 minutes</i></p> <p>Action Planning – Commitment to Change Ask group to record actions they will take on the action plan document. Initiate open discussion invite participants to share actions with the group.</p>
26	Summary and Close	<p><i>10 minutes</i></p> <p>Thank participants for attending. Point them to links to case studies and further learning in their workbook. Ask them to complete feedback forms. Remember to send copies of slide deck out. You can send electronic copies of workbook / slidedeck for access to links. Ensure participants leave feedback and have signed the attendance sheet.</p>