DEI Toolkit

For ATD Chapter Leaders

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How To Use This DEI Toolkit

The purpose of this Diversity, Equity and Inclusion (DEI) Toolkit is to assist ATD Chapter Leaders in discovering ways to incorporate DEI in all aspects of chapter operations. The DEI Toolkit is designed to provide chapter leaders with a plethora of resources for approaching DEI work in chapter operations. Regardless of your status, the contents of this toolkit can assist your board in navigating discussions, identifying areas of opportunity, determining needs and setting DEI goals. Please consider these resources as suggestions only and chapters are encouraged to use what meets your board and chapter needs as we recognize that every chapter is different. For additional guidance/ questions, you can contact your Chapter Relations Manager (CRM) or National Advisor for Chapters (NAC).

DEI Toolkit Table

Resource	Description	Application	Value
VP of DEI Role Description	The role of the Vice President (VP) of Diversity, Equity, and Inclusion (DEI) is to champion DEI efforts that promote the chapter's vision. The VP of DEI will develop, reinforce, and assess DEI incorporation for chapter leaders and members. This individual serves as a resource on DEI practices within chapter board work and operations.	Chapters can create a committee with a leader (VP of DEI) to develop a strategy for building a more inclusive chapter having an overall impact over the culture of the organization. This role and committee can shift the conversations from DEI to culture.	This resource benefits the chapter as it establishes awareness and Intentionality for the chapter when it comes to being inclusive. Short-term goals the leader can start include a data analysis phase. A long term benefit may be that once the data has been gathered and synthesized, leadership can begin making data driven strategic decision on a variety of areas: • Membership Retention/Acquisition • Financial Goals • SWOT Analysis • Marketing Communications and Branding; *and so much more*
SOS Links (Adam)	The Sharing Our Success (SOS) program helps chapters improve through sharing and finding easy-to-use ideas, resources, and practices	The SOS program is a cornerstone of the Chapter Leader Community. While every chapter is different, the shared ideas from SOS can be adopted and modified to fit your chapter's needs.	Since the start of the pandemic, chapters have started to reassess their culture and how they are addressing the needs of all of their members. Leveraging the recent successes of chapters will help you zoom out and give you the opportunity to reassess if you are being inclusive to your members, both current and prospective.
Chapter Leader Day Packet (Stephanie)	The Chapter Leader Day Packet includes the materials provided to attendees from Chapter Leader Day at ATD 22 in Orlando, FL. The materials include a welcome, key concepts within a framework, an action plan and resource links.	ATD Chapter leaders can use the materials to assess and identify areas of opportunity in chapter operations for accessibility, chapter programming/events, DEI data and making decisions to offer in-person vs. virtual/hybrid programs. Access the resources provided to explore ways to positively impact DEI efforts.	The materials provide value to chapter leaders in strengthening their chapter's value proposition when they improve DEI incorporation in key areas. It can be assistive in membership retention and recruitment when gaps are addressed. There is also opportunity to promote community engagement with providing the necessary resources for members and/or partnering with other community organizations to secure needed resources. These options can enhance the chapter brand in the DEI space.

DEI Toolkit Table cont.

Resource	Description	Application	Value
ALC Handouts (Dawn)	The handout offers a framework for chapters to identify their values and make conscious decisions about their chapter culture. It also provides many links to resources to help chapter leaders through the process	We went through the activities on the first page of the handout during the session and encouraged participants to take it home to do in a meeting or retreat with their boards as they discuss the culture they want to have.	The value of the handout is its tangible focus for the group to explicitly discuss what it is they value and why, and how that will build their chapter's culture. Sometimes we forget that whether we choose our culture or not, we have one. So, to be intentional about what values we hold and how we express them helps to ensure we have the culture we want and that we will look back on with pride.
DEI Icebreakers/Exercises (Esther)	The DEI Icebreakers and exercises provide ideas for	ATD Chapter leaders have access to 100+ icebreakers and exercises geared to various aspects of DEI. They serve purposes including but not limited to: * Connecting TD and other professionals * Engaging members or guests * Exploring ways to identify and appreciate differences beyond appearance * Helping others recognize and understand diversity, equity and inclusion *Prompting DEI-related discussions	These resources can help build chapter leader confidence in engaging chapter members, potential members and guests with a DEI-related approach to introductions or activity exercises. The variety of exercises target diversity, equity and inclusion.
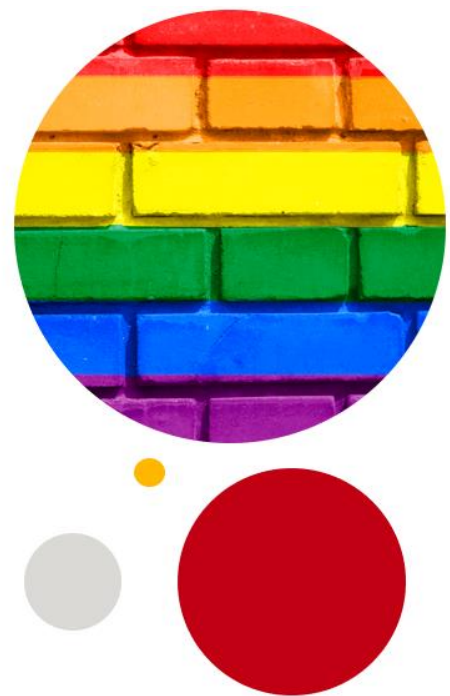
Vice President of DEI Role Description

VP of Diversity, Equity, and Inclusion (DEI)

Position Summary:
The role of the vice president (VP) of diversity, equity, and inclusion (DEI) is to champion DEI efforts that promote the chapter's vision. The VP of DEI will develop, reinforce, and assess DEI incorporation for chapter leaders and members. This individual serves as a resource on DEI practices within chapter board work and operations.

Responsibilities

General
- Help the board identify immediate and long-term strategic goals in the DEI space.
- Assist chapter leaders in recognizing visible and invisible examples of diversity (race, culture, gender, generation, extraversion, neurodiversity, background, location, leadership style, work style, sexual orientation, job role, etc.).
- Recommend ways to appreciate diversity among chapter leaders and members.
- Research, develop, recommend, and execute strategies to foster the chapter's diversity goals.
- Work with chapter board leaders to ensure accessibility with chapter programs and processes.
- Work with board leaders to review practices and ensure they are equitable.
- Lead the chapter board's education on potential cultural and social differences that may present barriers to inclusion.
- Collect and analyze chapter DEI metrics and data to identify gaps and improve processes in chapter operations.
- Engage diverse community partners to understand emerging priorities and unmet member needs.
- Research potential DEI resources for the chapter.
- Maintain knowledge of diversity-related issues and best practices for the chapter.

Training
- Develop and acquire training to aid DEI initiatives.
- Recruit and train the incoming VP of DEI.
- Recruit and train volunteers to support DEI efforts and functions.

Board Participation
- Attend board meetings, chapter programs, and regular committee meetings.
- Represent the chapter professionally and ethically.
- Participate in board meetings and chapter meetings, ATD chapter services events, and ATD national events.

Qualifications
- Member of ATD and chapter
- Working knowledge of DEI inclusion terms
- Skilled in written and verbal communication, personal interaction, and problem-solving
- Ability to plan, organize, and execute activities as required by the position
- Ability to complete projects within established time frames
- Ability to delegate tasks and monitor follow-through
- Ability to attract and lead committee members
- Time available to fully participate in chapter events
- (Optional) Experience working on DEI initiatives (or related work) in corporate, government, nonprofit or community organizations

Chapter Leader Day 2022 Resources

Chapter Leader Day

atd 22

Chapter Culture:
Building a Strong Community

Chapter Leader Day

Welcome to Chapter Leader Day 2022!

We are so excited to have you join us for this year's ATD Chapter Leader experience. Our goal is to provide a memorable experience for chapter leaders as we work together to build a strong community. Today's experience will include opportunities for you to:

- Engage in rich discussions
- Participate in exercises
- Share what your chapter is doing
- Learn what other chapters are doing
- Collaborate on ideas
- Expand your network

- Build relationships
- Gain key takeaways
- Develop an action plan
- Get some swag
- Remember why you love ATD
- Have fun!

You will gain insights to promote an inclusive chapter culture, create connections, apply strategies for community impact. Together we thrive in joint efforts to create a world that works better!

Group Norms for the Best Engagement Today

1. Stay open and stay curious

2. Assume positive intent

Chapter Leader Day

atd 22

Action Plan

Key Takeaways:

1. _____
2. _____
3. _____
4. _____

Great Ideas

1. _____
2. _____
3. _____
4. _____

What will I do in the next 14 days?

1. _____
2. _____
3. _____
4. _____

What will I share with my chapter board in the next board meeting?

1. _____
2. _____
3. _____
4. _____

Resources

Creating Accessible Meetings

Section 508 Training

American Bar Association Virtual Meetings Checklist

National Endowment for the Arts; Accessibility: Resources to Help Ensure Accessibility of Your Virtual Events for People with Disabilities

Energy Resourcing: Accessibility in the workplace

Sociologists for Women in Society: Accessibility Tips Sheet

Lane Community College: List of DEI Assessments

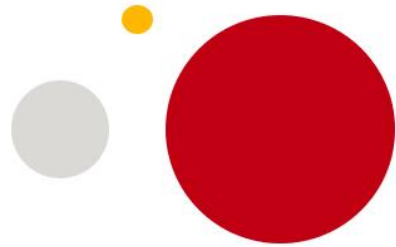Zippia: Diversity ion the Workplace Statistics

ONGIG: DEI Terminology

Harver: How To Manage Generational Diversity In The Workplace

Articulate; Storyline: Customizable Avatar Set

ATD DEI Podcast

ALC 2022 NAC DEI Session Resources

Build a Connected Community Through Chapter Culture

Culture Framework & Action Plan

This activity sheet will assist you in completion of the session activities. There are also recommended steps for your action planning following the session. More resources are available when you access the links shared in the DEI Resources sheet.

Session Description:
Our members join our chapters for many reasons-- but why do they stay? In this session, we'll take a look at one of the most essential components to a meaningful chapter experience: *culture*. We'll explore how DEI can connect your members to identifying the data and collection strategies that inform your work. Get ready to leave this session with ideas and tools to help you establish an engaging and welcoming culture for every member!

Session Objectives:
- Recognize the role diversity, equity and inclusion play in building chapter culture.
- Identify programs and member benefits that foster connections between members.
- Determine the data and data collection strategies that inform decision making.

My Chapter's Culture (Video Activity):
Discussion on the culture of your board and chapter.

_____

_____

_____

_____

_____

_____

Values Activity:
What are my top five individual values?   What are the top five values for my chapter?

A values statement lists the core principles that guide and direct the organization and its culture.   *(Source: SHRM)*
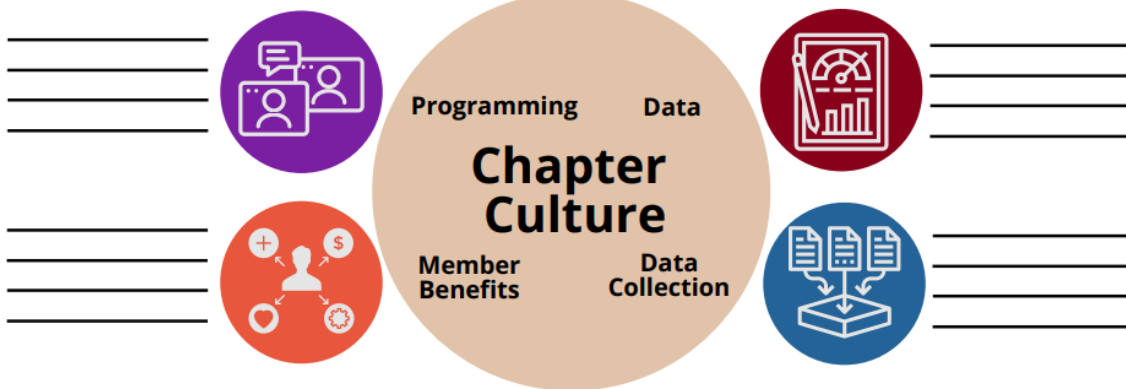
Your Individual Values	Your Chapter's Values
• _____	• _____
• _____	• _____
• _____	• _____
• _____	• _____
• _____	• _____

Connections Through Programming and Membership Benefits
What are the ways we connect with our members using programming and membership benefits?
What types of data should we capture and how will we collect it?

Chapter Culture — Programming, Data, Member Benefits, Data Collection

Action Plan:
Capture your next steps to take from your experience and what you learned in this session.

- An action I plan to take in the next 14 days is: _____.
- Complete the ATD Chapter Leader DEI Assessment.
- Complete this Culture Framework Activity with my board.
- Other?_____

Build a Connected Community Through Chapter Culture

2022 Chapter Leader Day Resources

Accessibility for Virtual Events

ADA Checklist

ATD Chapter DEI Resources

ATD DEI Resources

Culture of Belonging

DEAI in Nonprofits

DEI Data

DEI Terms

Diversity & Inclusion Action Planner

Talent Development Capability Model Chapter Toolkit

More DEI Resources

SOS for DEI (td.org/sos)

SEWI Chapter: Integrating DEI Practices Into Monthly Events
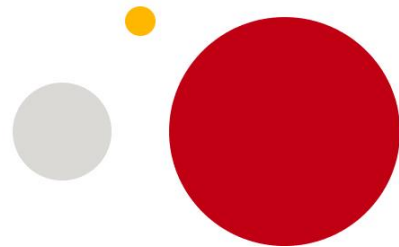
SEWI Chapter: Data-Driven Chapter Governance

DEI Infographic

VP of DEI Role Description (see link in Leader Connection Newsletter for June 2022)

SOS Resources

Sharing Our Success (SOS) Resources
Chapter Best Practices

[Bay Colonies Chapter: "Get to Know Your Chapter" Video Series](#)

[Bay Colonies: "Let's Talk About . . . " Chapter Event Format](#)

[Detroit Chapter: Respect and Professionalism Policy and Protocol](#)

[Greater Richmond Chapter: Creation of a DEI SIG](#)

[Hawai'i: ATD Hawai'i Responds to Systemic Racism](#)

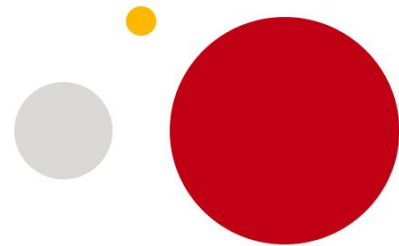[Sacramento Chapter: Inclusion Initiative](#)

[Southeastern Wisconsin: Incorporating Diversity Through Partnerships](#)

[New Mexico Chapter: On-Demand Learning Using YouTube](#)

[Fort Worth/Mid-Cities Chapter: Hybrid Virtual/In-Person Chapter](#)

[San Diego Chapter: Applying Human-Centered Design at Work and ATD](#)

[Kansas City Chapter: 2020 Scholarship Program](#)

DEI Icebreakers & Activities

# DEI Icebreaker, Activities, and Actionable Steps

1. https://www.watercoolertrivia.com/blog/diversity-and-inclusion-team-building-activities
2. https://www.mines.edu/diversity/inclusion-icebreakers/
3. https://www.cozymeal.com/virtual-team-building-activities/virtual-ice-breakers
4. https://fonddulac.extension.wisc.edu/files/2012/12/Icebreakers_and_Mixers_that_Promote_Inclusion-WebVersion.pdf
5. https://getsling.com/blog/diversity-activities/
6. https://aauw-va.aauw.net/files/2019/05/Inclusion-Ice-Breaker-Ideas.pdf
7. https://www.linkedin.com/business/talent/blog/talent-acquisition/ideas-for-cultivating-diversity-and-inclusion
8. https://bestcompaniesaz.com/ideas-for-inclusion-and-diversity/
9. https://blog.vantagecircle.com/activities-diversity-and-inclusion/
10. https://crescendowork.com/guide-start-diversity-inclusion-strategy/2019/2/26/group-diversity-inclusion-activities-teams

" Although no one individual is responsible for creating an inclusive culture (remember, it takes commitment from everyone), your leadership team ultimately sets the tone for the entire company.

If you are in a leadership position and want to see change in your organization, first reflect on your own behavior and biases. Are you publicly praising all deserving employees for their outstanding work and providing recognition as often as it's earned?

-Vivian Maza
Chief People Officer, Ultimate Software
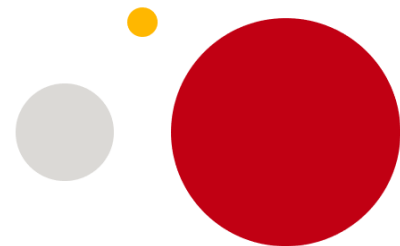
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