Configuring Managing Bias

Managing Bias Configuration Guide

Welcome to the Course Configuration Guide. The purpose of this resource is to provide useful information for administrators to understand what all the options are to customize their EVERFI courses. Whether every single page is used or just one, it is important that learners are receiving the most up-to-date and relevant information they need.

Each EVERFI course has standard configuration options while newer, updated courses have additional fully-configurable pages throughout the content. These options allow you to tailor the learning experience to your unique organization. Not only will this impact the aesthetic, but it will also help the content resonate more with participants and build trust knowing their organization put thought and intention into the training.

We recommend reading through and printing out the full guide to understand the course learning objectives and to plan what content you want to use at your organization. There are suggestions from our subject-matter experts throughout the guide and areas to make notes and collaborate with other colleagues or departments who may have content to contribute.

What you can find in this guide:
1. Configurations Layouts
2. Course Overview
3. Course Map
4. Configuration Options per Module

Configurations Layout: Welcome to the Course page

Important to note: All elements per page (Title, Body Text, and Image) must be included in order for the page to populate in the course. If an element is not included, then the entire page will be removed.

1. Your Logo

This logo is different than the one added to your Foundry account.

This logo or image is intended to be a header for the in-course welcome letter.

2. Body Text

This open text field is positioned under the Title on the left half of the page.

There are specific content suggestions in the following pages for this specific course and where it occurs in the experience.

3. Image

Images appear in the top right corner of the page.

Using your organization's imagery here goes a long way. Forgo the stock photos if you can and upload familiar faces and places your learners will recognize.
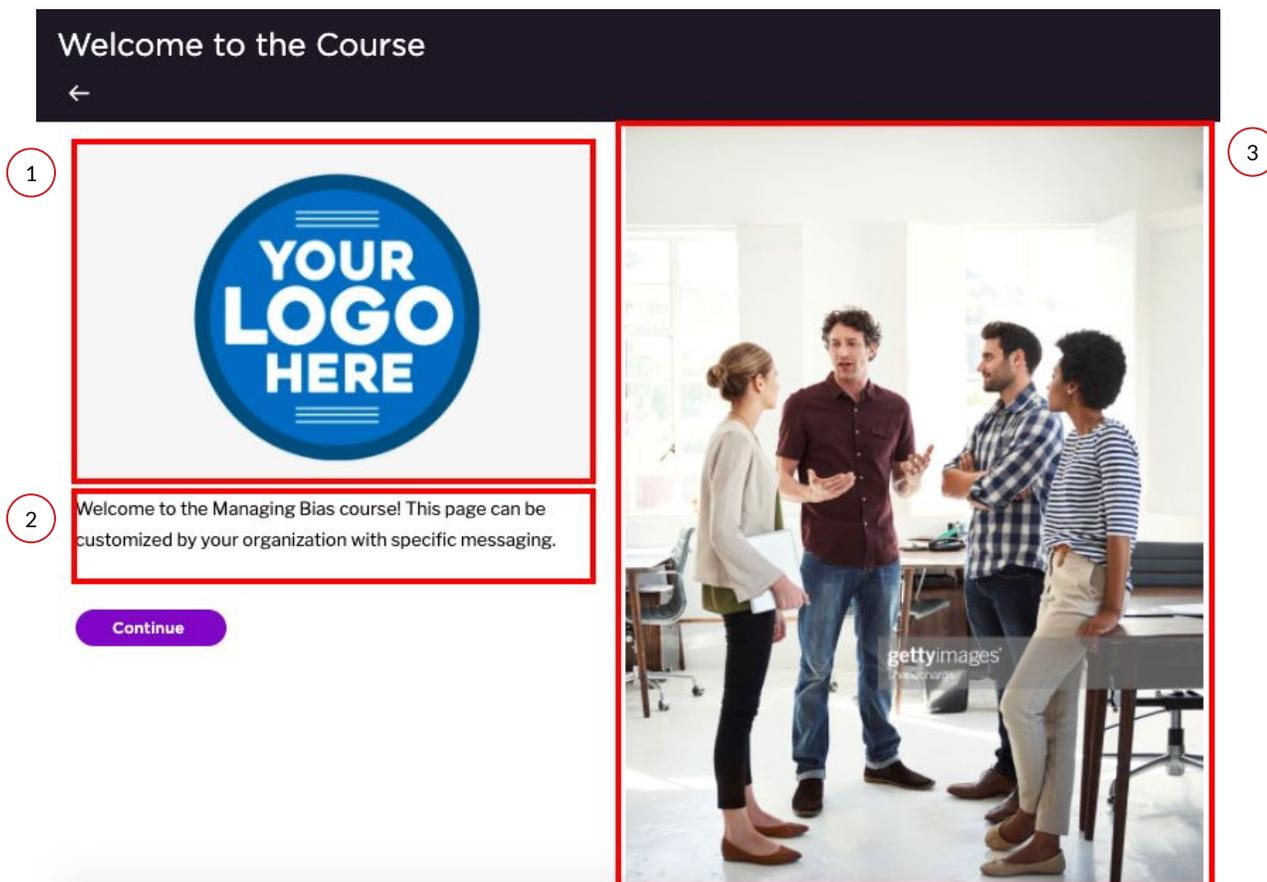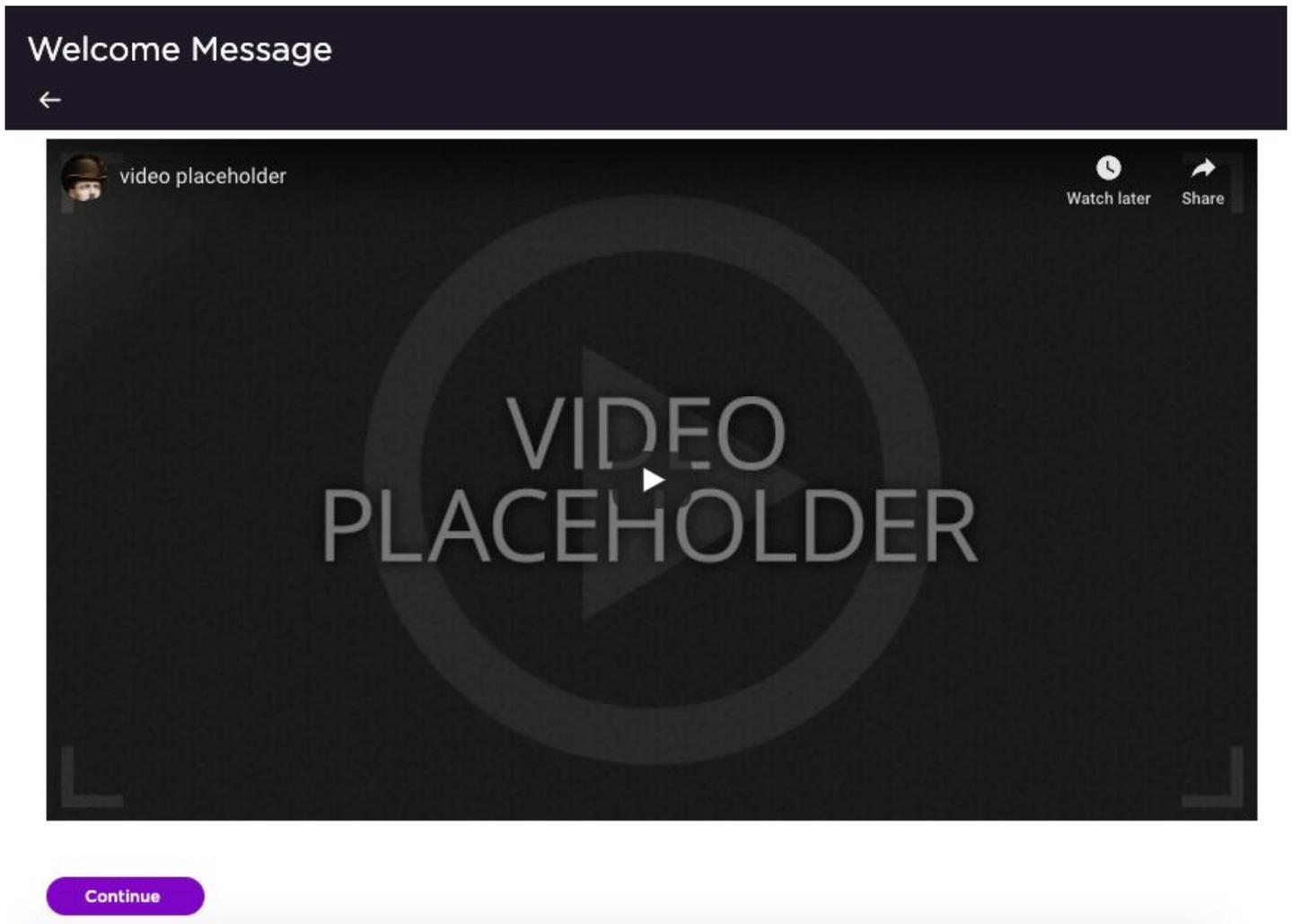
Configurations Layout: Video Page

1. Video

Uploaded videos appear as the only element on this page.

Requirements:
- YouTube URL input
- Use the highest quality possible (HD)
- Quality adjusts per connection speed
- Enable Closed Captioning

Configurations Layout: Policy and Resource Page

## 1. Policy / Resource Title

Add the name of the specific policy or resource in this field. This appears in the content page and in the course navigation menu.

To configure this element go to the Policies or Resources sections of the Admin Dashboard or through the Configurations menu.

2. Policy / Resource

This is where you attach your specific policies or resources for learners to access and e-sign (for policies only). For the policy in this course, it will appear on the content page within the course. For the resource, they will appear in the navigation window.

Some courses have the option to include multiple documents or web pages which will be indicated in the following pages. We strongly recommend using a URL for easy maintenance.

Policy Acknowledgment

←
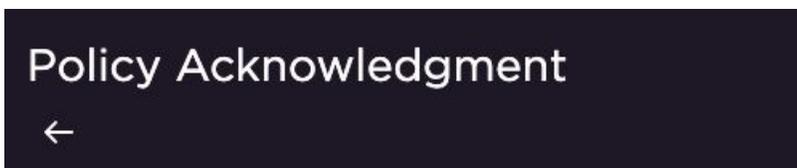
Please take a moment to read our entire policy. Once you've reviewed the policy, acknowledge that you've read and understood it before moving on.

1. Example Policy
2. View Policy

Continue

← **Go Back**

Resources

← 1. Example Resource
2. View Resource

Managing Bias

Course Overview

Understanding bias in the workplace is the first step to managing it. This course defines bias, describes how it affects the workplace, and encourages learners to use that knowledge to reduce the negative effects. Employees will understand that biases can affect our actions, which can have real impacts on people, and that if left unchecked, biases can create unhealthy work environments that reinforce unjust practices.

Learning Outcomes

In this course, employees will learn how to define and explain biases in the workplace and identify the negative effects on the individual, the organization, and on society at large. They will come away with a reinforced sense of individual responsibility in correcting bias in the workplace. Lastly, learners will review multiple strategies for intervention on an individual and an organization level to put into action today.

Course Details

- **Audience:** All Employees
- **Course Length:** 20 minutes
- **Mobile-Friendly:** Compatible with desktops, tablets, and mobile devices

Course Map

Module 1: Foundations
- Managing Bias
- Welcome to the Course*
- Welcome Message*
- How the Course Works
- Microaggressions
- Introduction
- We All Have Bias
- Bias Defined
- Where Do Biases Come From?
- Other Types of Bias
- Examples of Biases
- Anchoring
- Confirmation Bias
- Attribute Substitution
- Correspondence Bias
- Summary

Module 2: Manifestations
- Introduction
- Bad Effects of Bias
- Rank Rankings: Question 1
- Rank Rankings: Question 2
- Rank Rankings: Question 3
- In the Workplace
- Legal Implications
- Our Ethical Duties
- Summary

Module 3: Interventions
- Introduction
- We Are Responsible
- Personal Interventions
- Organizational Interventions
- Barriers to Progress
- Picture Profiled: Question 1
- Picture Profiled: Question 2
- Picture Profiled: Question 3
- Summary
- Apply Your Knowledge
- Gender Pause: Question 1
- Closed Stance: Question 1
- Bus Barrier: Question 1
- Policy Acknowledgement*
- Course Complete

Additional Resources
- 9 Custom Resources*

* indicates a configurable page

Module 1: Foundations

Learning Objectives:
- Explain how biases can lead to unfair treatment
- Define explicit and implicit bias
- Identify multiple types of bias

Element in Course ― ― ― ― ― ― ― ― ― ― ― ― ― ― ― Configuration Name	Suggested Content
Foundations Page 2: Welcome to the Course ● Welcome Message ● Welcome Message Logo ● Welcome Image	● Introduce the course topic and learning objectives ● Convey the organizational goal of taking this course and workplace culture expectations ● Set expectations, goals, deadlines ● Contact info for EVERFI tech support and an organization contact ● Use an image of recognizable people or places (CEO, Head of HR, co-workers, working space) ● Image Dimensions: 575px H by 495px W
Foundations Page 3: Welcome Message ● Welcome Video	● This page can be used in place of the Welcome Message ● Use any existing videos you have or create a quick talking head interview with Executives ● Keep the video short, 30-45 seconds ● Video upload must be a YouTube URL with Closed Captioning

Module 2: Manifestations

This Module does not have any configurable pages.

Learning Objectives:
- Identify where and how bias occurs in everyday workplace decisions and attitudes
- Explain the negative effects of bias on the individual, the organization, and on society at large

Module 3: Interventions

Learning Objectives:
- Reinforce the responsibility each individual has in correcting bias in the workplace
- Explain multiple strategies for intervention on an individual and organizational level
- Acknowledge common barriers to progress and how to address them

Element in Course - - - - - - - - - - - - - - Configuration Name	Suggested Content
Interventions Page 14: Policy Acknowledgement ● Policy name ● Document (PDF or URL)	● Use the policy name or other clear call-to-action for learners to e-sign the policy ● Context and expectations to adhere to the policy ● Provide organization point of contact in case of questions ● Suggested policy (only 1 can be used): ● Managing Bias Policy ● Using a URL makes it easier to be sure they are up to date for participants

EVERFI, Inc. is the leading education technology company that has revolutionized prevention and compliance training online through its industry-leading courseware and technology. EVERFI educates employees on important skills relating to harassment, diversity and inclusion, culture, ethics, code of conduct and data security. Courses are built by a team of attorneys, prevention experts, and instructional designers who ensure that EVERFI's prevention and compliance courses are aligned with applicable law and research-based best practices. Our industry leading instructional design and subject matter expertise demonstrates our commitment to the core issues behind critical topics that are at the center of healthy workplace culture.

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