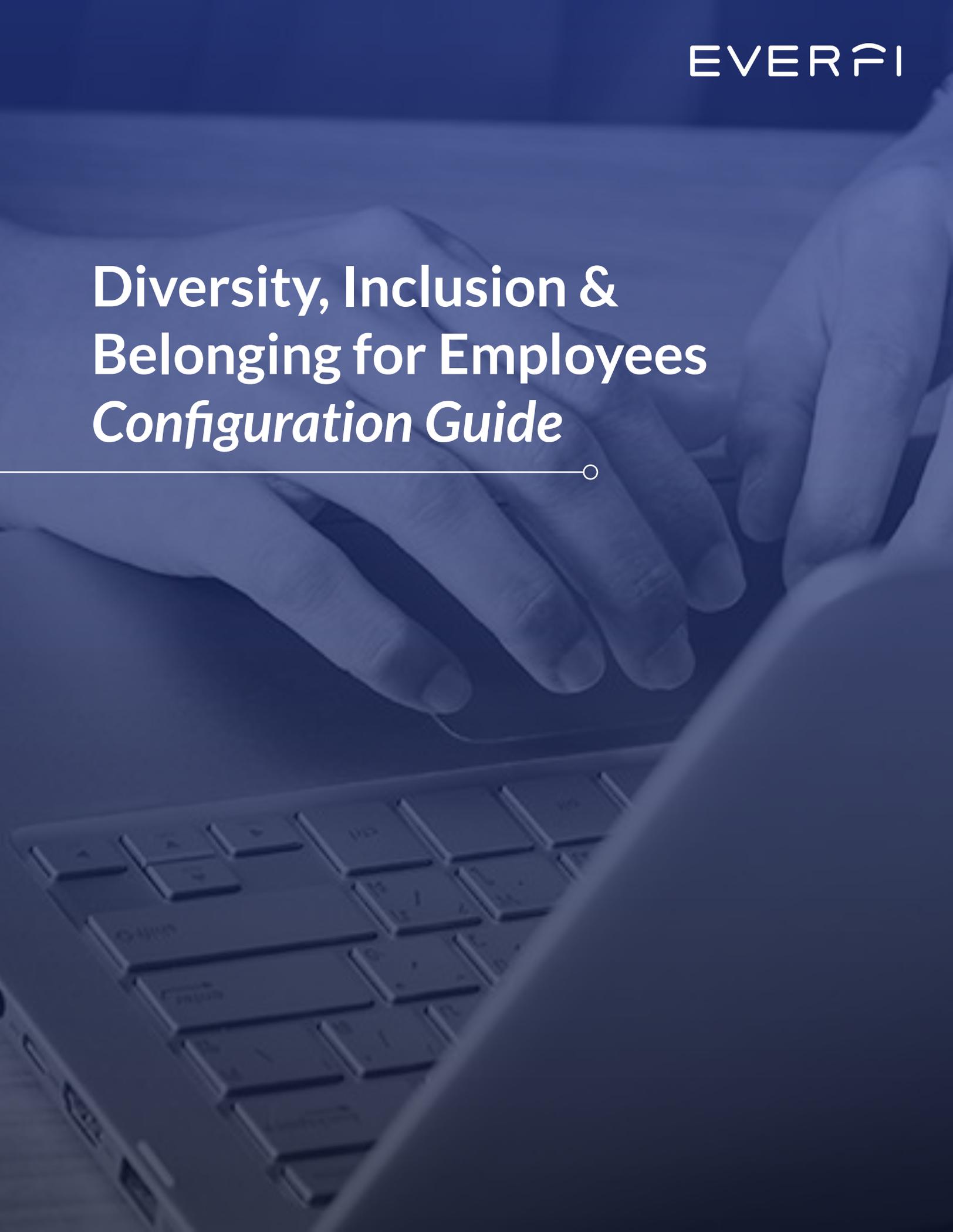


Diversity, Inclusion & Belonging for Employees *Configuration Guide*



Diversity, Inclusion & Belonging for Employees 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 configuration option is used or just the essential, it is important that learners are receiving the most up-to-date and relevant information they need.

Each EVERFI course has standard configuration options, such as custom policies and resources, while newer, updated courses have additional fully-configurable pages throughout the experience. 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.

The configurations are classified into two categories: **Basic** and **Advanced**. The basic configurations are those we recommend as essential for an effective learning experience. The advanced configurations include everything from a welcome letter to additional resources and custom content pages throughout. These can be found in the *Course Map & Configurations* section of the guide.

We recommend reading through the full guide to understand the course learning objectives which can help you plan what content to use. Collaborating with other departments and stakeholders is a great way to leverage existing resources and create buy-in at the community level.

What you can find in this guide:

1. Course Overview
2. Course Map & Configurations
3. Configurations Layouts

Course Overview



Course Overview

Diversity, equity, and inclusion play a critical role in the health and well-being of your workforce. Meet your employees where they are in their learning journey with EVERFI's Diversity, Inclusion and Belonging course. Learners will not only explore key concepts related to diversity, equity and inclusion; they will also build the needed skills to actively contribute to a positive workplace culture.



Audience:
All Employees



Course Length:
40 minutes



Language(s):
English

Learning Outcomes

In this course, employees will learn how to:

- Define key concepts related to diversity, equity, and inclusion in the working environment
- Describe the value of workplace diversity and a culture of inclusion and equity
- Demonstrate respectful and appropriate interactions in different cultural contexts
- Demonstrate appropriate prevention and intervention skills to foster diversity and inclusion, mitigate bias, and address acts of exclusion
- Demonstrate active listening and positive language skills



Course Map & Configurations

Overview

Introduction

An introduction to the content, setting the stage for learning by reinforcing the purpose of the course, providing important notes about language used and avenues for further support, and housing the pre-assessment and pre-survey, along with any configurable content.

Foundations of Belonging

This module introduces the learner to foundational terms and concepts around diversity, equity, and inclusion, as well as key characteristics and behaviors that contribute to a healthy, inclusive, and equitable working environment of belonging.

Exploring Our Identities

Learners reflect on their own identities, and to begin understanding the complexities of holding multiple identities. Additionally, it will focus on the relationship between identity and power dynamics in a workplace. Through an engaging scenario, learners will practice recognizing and taking positive action if they observe concerning attitudes or behavior based on identity.

Addressing Our Biases

What are the origins of biases, common types of bias, and the impact that bias can play on our own decision making? This module also equips learners with strategies for recognizing and addressing bias when they notice it in action (including in their own thinking) to support a working environment of belonging.

Overview

Understanding Our Impact

This module will emphasize the impact learners have on creating a working environment of belonging through exploring the topic of microaggressions. The content will help learners understand the impact of subtle, yet common, microaggressions (such as touching someone's hair, commenting about body size, and more), as well as provide concrete guidance about what to do or say instead. Learners will focus on how to respond if one commits a microaggression, as well as how to respond if someone is the target of a microaggression in the workplace.

Tools for Allyship

Explore allyship, and as an extension, working as an advocate or accomplice. There will be a focus on effective communication and how to take positive action as an ally. Learners will practice various strategies for supporting inclusion.

Conclusion

This module will conclude the Diversity, Inclusion, and Belonging course, reinforcing the positive impact that everyone can have on fostering belonging in their workplace environment. This module also houses the post-assessment and post-course survey, as well as configurable content. [This is where you include your policies.](#)

Basic Configurations Checklist

This checklist is EVERFI's recommendations of the essential configurations you should add to ensure your learners receive the appropriate information they need and to have a positive, engaging experience. This is recommended for administrators who are focused on a quick launch timeline.

- Welcome Letter or Welcome Video | [see detailed configuration](#)
- Custom Policy 1 | [see detailed configuration](#)
- Custom Policy 2 | [see detailed configuration](#)
- Closing Letter or Closing Video | [see detailed configuration](#)

Detailed Course Map & Configurations

Module 1: Introduction

Learning Objectives: *Define anti-racism and its role as an undergirding principle of the entire course | Identify the purpose for this course in creating a more inclusive and equitable working environment and that all employees play a role in that effort*

1. Welcome
2. Key Considerations
3. Pre-Course Assessment
4. Pre-Course Survey
5. **Welcome Letter*** | *Standard Custom Page*
 - Welcome Letter Header
 - Welcome Letter Text
 - Welcome Letter Image
6. **Welcome Video*** | *Standard Custom Page*
 - Welcome Video Page Header
 - Welcome Video Page Text
 - Welcome Video Page Video
7. **Policy Page 1*** | *Policy Page*
 - Policy Page Header
 - Policy PageText
 - Policy: Custom Policy
8. **Resource Page 1*** | *Resource Page*
 - Resources Page Header
 - Resources Page Text
 - Resource: Custom Resource
9. Introduction & Reflection

Detailed Course Map & Configurations Continued

Module 2: Foundations for Belonging

Learning Objectives: *Define key concepts related to diversity, equity and inclusion in the working environment | Describe the value of workplace diversity, equity, and a culture of inclusion | Demonstrate behaviors that foster an inclusive, equitable work environment*

1. What is Diversity, Equity and Inclusion?
2. Important Content Notice
3. **Custom Page 1*** | *Standard Custom Page*
 - Configurable Page #1 Header
 - Configurable Page #1 Text
 - Configurable Page #1 Image
4. Reflection
5. Why Learn About Diversity?
6. Defining Key Terms
7. Skills Identification
8. Recruiting Dilemma
9. The Benefits of Diversity, Equity and Inclusion
10. Taking Action
11. **Custom Page 2*** | *Standard Custom Page*
 - Configurable Page #2 Header
 - Configurable Page #2 Text
 - Configurable Page #2 Image
12. Summary
13. Conclusion

Detailed Course Map & Configurations Continued

Module 3: Exploring Our Identities

Learning Objectives: *Define identity/identities and power | Demonstrate appropriate prevention and intervention skills to foster diversity and inclusion, mitigate bias, and address acts of exclusion across identities and power differences*

1. Identity
2. Important Content Notice
3. **Custom Page 1*** | *Standard Custom Page*
 - Configurable Page #1 Header
 - Configurable Page #1 Text
 - Configurable Page #1 Image
4. Reflection
5. Our Identities at Work
6. Identifying Key Terms
7. Skills Identification
8. Strategies for Inclusion
9. Brainstorming
10. Taking Action
11. **Custom Page 2*** | *Standard Custom Page*
 - Configurable Page #2 Header
 - Configurable Page #2 Text
 - Configurable Page #2 Image
13. Summary
14. Conclusion

Detailed Course Map & Configurations Continued

Module 4: Addressing Our Biases

Learning Objectives: *Define bias and common types of bias (in people and processes/systems) | Demonstrate appropriate prevention and intervention skills to foster diversity and inclusion, mitigate bias, and address acts of exclusion*

1. Examining Bias
2. Important Content Notice
3. **Custom Page 1*** | *Standard Custom Page*
 - Configurable Page #1 Header
 - Configurable Page #1 Text
 - Configurable Page #1 Image
4. Reflection
5. Understanding Bias & Stereotypes
6. Types of Bias
7. Exploring Bias
8. Uncovering Different Types of Bias
9. Skills Identification
10. Candidates in Question
11. Taking Responsibility
12. Taking Action
13. **Custom Page 2*** | *Standard Custom Page*
 - Configurable Page #2 Header
 - Configurable Page #2 Text
 - Configurable Page #2 Image

Detailed Course Map & Configurations Continued

Module 4: Addressing Our Biases continued

14. Summary
15. Conclusion

Module 5: Understanding Our Impact

Learning Objectives: *Define microaggression | Differentiate between intent and impact (and that impact includes harm to people and culture) | Identify appropriate responses if you have committed a microaggression or received/witnessed a microaggression using bystander intervention tactics*

1. Important Content Notice
2. Microaggressions
3. **Custom Page 1*** | *Standard Custom Page*
 - Configurable Page #1 Header
 - Configurable Page #1 Text
 - Configurable Page #1 Image
4. Reflection
5. Respecting Differences
6. Defining & Exploring Key Terms
7. Intent Versus Impact
8. Interrupting Microaggression
9. Skills Identification
10. Tactless Touch
11. Recovering from Microaggressions
12. Repairing the Harm from Microaggressions

Detailed Course Map & Configurations Continued

Module 5: Understanding Our Impact continued

13. Make a Plan
14. **Custom Page 2*** | *Standard Custom Page*
 - Configurable Page #2 Header
 - Configurable Page #2 Text
 - Configurable Page #2 Image
15. Microaggressions
16. Conclusion

Detailed Course Map & Configurations Continued

Module 6: Tools for Allyship

Learning Objectives: *Define allyship and its connection to acting as advocates and accomplices | Introduce skills to put perspective taking, validating, “calling in” and “calling out”, and active listening into action | Review steps of BI together*

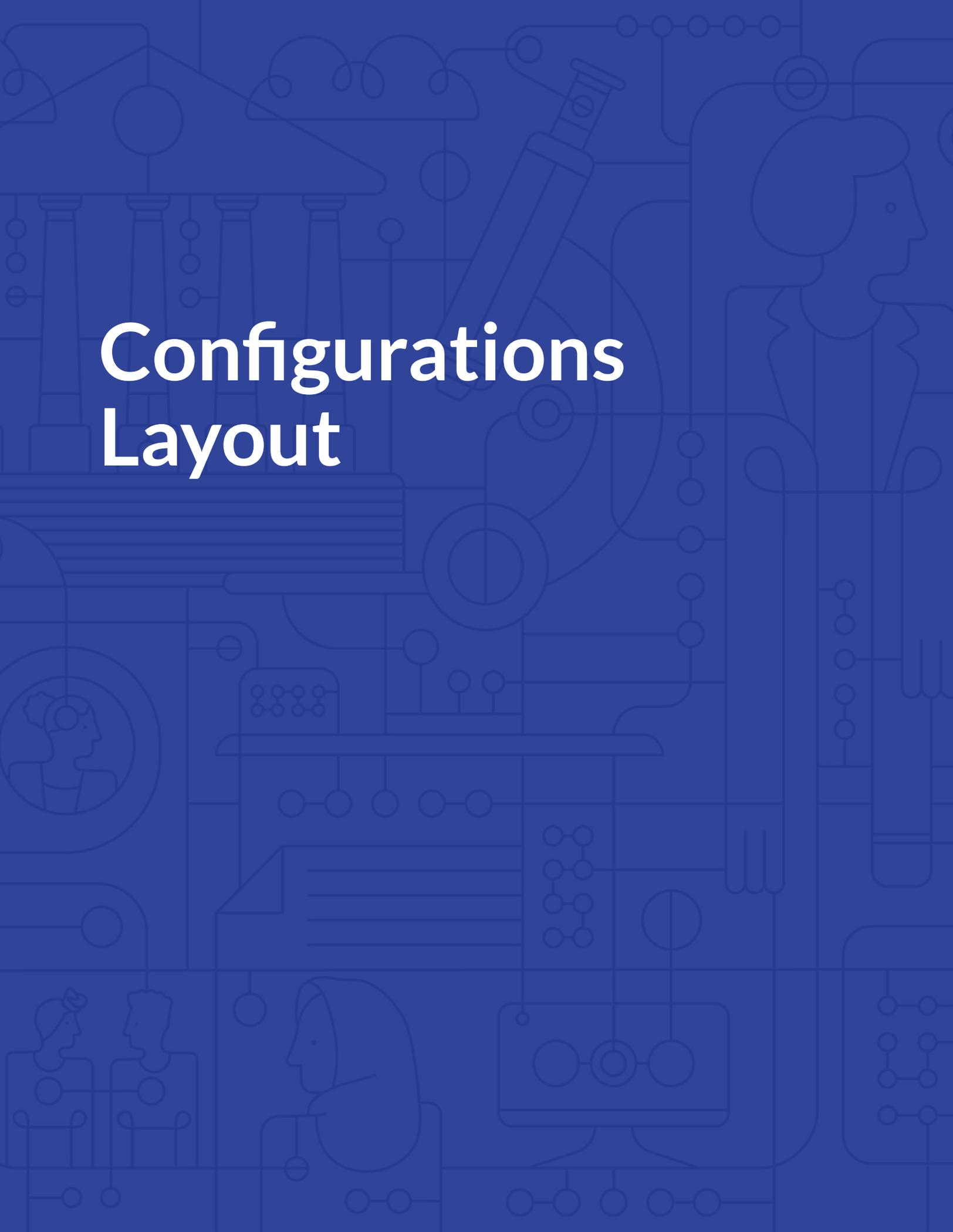
1. Taking Action as an Ally
2. Important Content Notice
3. **Custom Page 1*** | *Standard Custom Page*
 - Configurable Page #1 Header
 - Configurable Page #1 Text
 - Configurable Page #1 Image
4. Reflection
5. Exploring Allyship
6. Defining Allyship
7. Being an Ally
8. Effective Communication
9. Skills Identification
10. Background Noise
11. Allyship in Practice
12. **Custom Page 2*** | *Standard Custom Page*
 - Configurable Page #2 Header
 - Configurable Page #2 Text
 - Configurable Page #2 Image
13. Summary
14. Conclusion

Detailed Course Map & Configurations Continued

Module 7: Conclusion

Learning Objectives: Describe the value of workplace diversity, equity, and a culture of inclusion

1. Diversity, Equity & Inclusion in Your Work Environment
2. What Will You Do Next?
3. **Closing Letter*** | *Standard Custom Page*
 - Closing Letter Header
 - Closing Letter Text
 - Closing Letter Image
4. **Closing Video*** | *Video Custom Page*
 - Closing Video Header
 - Closing Video Text
 - Closing Video
5. **Resource Page 1*** | *Resource Page*
 - Resources Page Header
 - Resources Page Text
 - Resource: Custom Resource
6. **Policy Page 2*** | *Policy Page*
 - Policy Page Header
 - Policy PageText
 - Policy: Policy Policy
7. Post-Course Assessment
8. Post-Course Survey
9. Summary & Reflection



Configurations Layout

Configurations Layout: Standard 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

Title

The title appears in the top center of the configurable page just below the navigation bar.

We recommend having no more than 6 words that summarize the content below.



● Sample Custom Page Title

2

Body Text

This open text field is positioned under the image centered on the page.

This area supports text and you can even include URLs you want learners to visit.

3

Image

The image appears centered on the page below the title.

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.



● This page can be used to provide custom information to employees of your organization.



Configurations Layout: Custom Video Page

Important to note: All elements per page (Title, Body Text, and Video) 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

Title

The title appears in the top center of the configurable page just below the navigation bar.

We recommend having no more than 6 words that summarize the content below.

2

Body Text

This open text field is positioned under the title centered on the page.

This area supports text and you can even include URLs you want learners to visit.

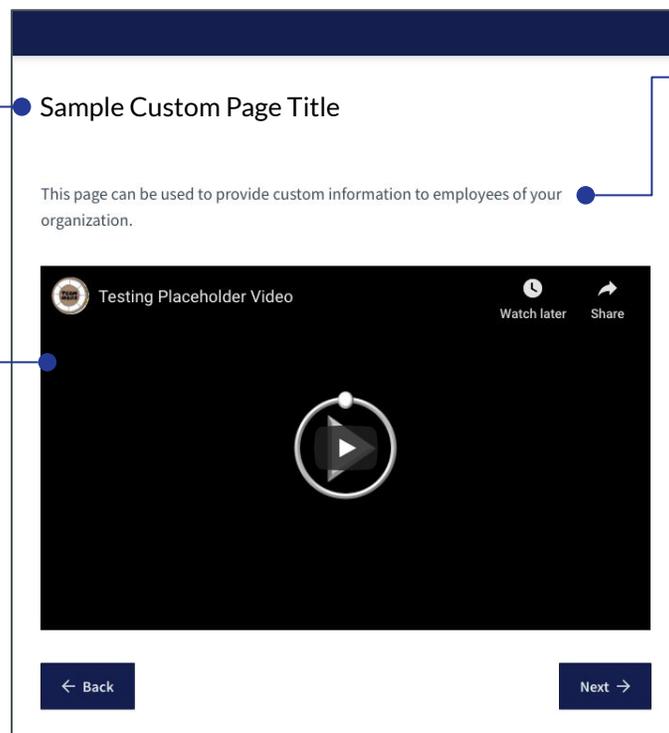
3

Video

The video appears centered on the page below the body text.

This needs to be hosted on YouTube and be sure to enable Closed Captioning and adjust privacy settings as needed.

We recommend keeping this video short, no longer than a few minutes.



Configurations Layout: Custom Policy Page

Important to note: All elements per page (Page Header, Body Text, Policy Name, Policy) 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.

For detailed instructions on how to upload a policy, [click here](#).

1 Policy Page Header

The page title appears in the top center of the configurable page just below the navigation bar. **This element is required for the page to appear for learners.**

We recommend having no more than 6 words that summarize the content below.

2 Policy

This is where the policy appears in the course after you upload it in the admin dashboard in Foundry. Learners will be able to e-sign here. For the policy in this course, it will appear on the content page within the course.

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.

3 Policy Name

Add the name of the specific policy in this field related to the file. This is different from the Page Title.

The screenshot shows a configuration page for a custom policy. At the top, there is a dark blue header bar. Below it, a text field contains the placeholder "Custom: Insert Your Title". The main content area has a title "Example Policy" and a body of text: "Review before e-signing" followed by "View Policy" and a checkbox with the text "I hereby acknowledge that I have reviewed and understand this policy". At the bottom, there are two buttons: "Back" with a left arrow and "Next" with a right arrow. Four numbered callouts (1, 2, 3, 4) point to the header, the policy content area, the title field, and the body text field respectively.

4 Body Text

This open text field is positioned under the title centered on the page.

We recommend setting expectations about the policies on this page and instructions on where learners can go for more information.

Configurations Layout: Resource Page

Important to note: All elements per page (Page Header, Body Text, Resource Name, Resource) 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.

For detailed instructions on how to upload a resource, [click here](#).

1

Resource Title

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

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

2

Resource

This is where the resource appears in the course after you upload it in the admin dashboard in Foundry. 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.

Resource Name

Add the name of the specific resource in this field related to the file. This is different from the Page Title.

3

Resource Title

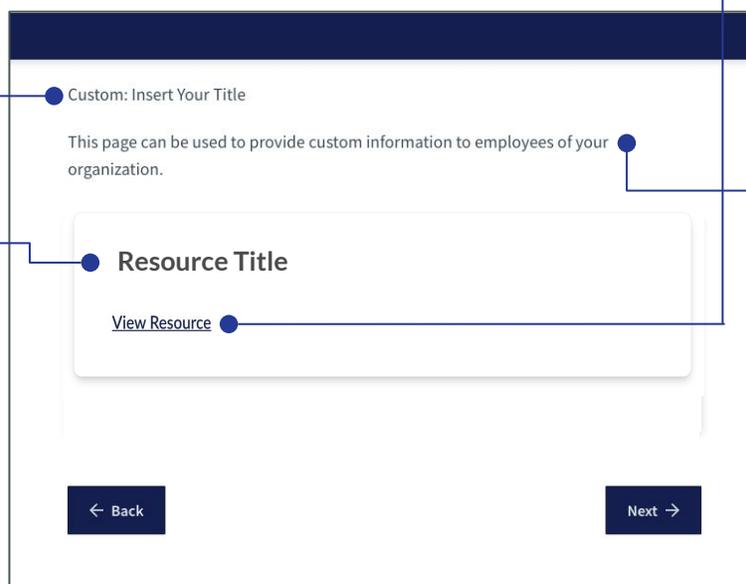
[View Resource](#)

4

Body Text

This open text field is positioned under the title centered on the page.

We recommend setting expectations about the resource on this page and instructions on where learners can go for more information.



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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Learn more about EVERFI Conduct & Culture at www.everfi.com/wcn