

# Diversity, Inclusion & Belonging for Leaders *Configuration Guide*

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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

Leaders within your organization range from having formal managerial and executive responsibilities to those who are emerging leaders. Diversity, Inclusion and Belonging for Leaders builds on the skills in the all faculty, staff, and employee courses to further enhance leaders' ability to serve as role models and advocates of diversity, equity and inclusion in key talent management and organizational processes.



**Audience:**  
Emerging Leaders  
Employees  
Faculty/Staff  
Managers  
Supervisors



**Course Length:**  
40 minutes



**Language(s):**  
English

## Learning Outcomes

In this course, employees will learn how to:

- Explain how biases can lead to inequitable treatment and a lack of diversity, equity, and inclusion
- Identify key talent management and other organizational processes that can be influenced by an intentional focus on cultivating an inclusive and equitable workplace
- Demonstrate ways to create inclusive individual and group interactions, including creating psychological safety
- Demonstrate how to address acts of exclusionary behaviors, bias, and inequitable processes/policies
- Identify strategies for mitigating bias and promoting equity and inclusion in the talent management process
- Describe the impact a leader can have on creating a diverse, equitable, and inclusive workplace



# Course Map & Configurations

# Overview

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## Introduction

This module serves as 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 customizable content.

## Your Role as a Leader

Learners explore the characteristics and practices of an inclusive leader. Leaders learn to cultivate a diverse, inclusive, and equitable environment of belonging in their role by influencing the culture, policies, and procedures of their work environment.

## Building a Diverse Team

This module focuses on building a diverse team and environment of belonging. It shares common and not-so-common examples of recruiting & hiring practices that can support or undermine inclusion/equity as well as clarify culture add vs. culture fit. This module also addresses pay equity as one of many positive outcomes of equitable hiring practices within an organization.

## Leading an Inclusive Team

Learn about strategies for inclusive and equitable leadership to foster an environment of belonging. Learners engage in scenario-based learning and build skills in addressing microaggressions and creating inclusive team practices.

# Overview

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## Equity, Performance, and Development

This module focuses on equity as it relates to talent management and addresses the role that bias can play in feedback, development, and advancement decisions. Learners practice skills in realistic talent management scenarios and reflect on steps they can take after the course to promote equity and foster a work environment of belonging.

## Conclusion

This module concludes the Diversity, Inclusion, and Belonging for Leaders course, reinforcing the impact that leaders can have to instill a sense of belonging in their workplace environment. Learners create a personal action plan to put the inclusive leadership strategies learned into practice and continue to support equity and belonging after the course.

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

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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

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## Module 1: Introduction

**Learning Objectives:** *Identify the purpose for this course in creating a more diverse, inclusive, and equitable working environment*

1. Welcome
2. Before You Begin
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: Your Role as a Leader

**Learning Objectives:** *Explain how biases can lead to inequitable treatment and a lack of diversity, equity, and inclusion | Identify the key talent management and other organizational processes that can be influenced by an intentional focus on cultivating an inclusive and equitable workplace*

1. Building a Diverse, Equitable & Inclusive Environment
  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. The Role of Leaders
  6. Identifying Key Strategies
  7. Managing Talent
  8. Skills Identification
  9. Remote Possibilities
  10. Inclusivity Drives Success
  11. Taking Action
  12. **Custom Page 2\*** | *Standard Custom Page*
    - Configurable Page #2 Header
    - Configurable Page #2 Text
    - Configurable Page #2 Image
  13. Reflection
  14. Conclusion
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## Detailed Course Map & Configurations Continued

### Module 3: Building a Diverse Team

**Learning Objectives:** *Describe an inclusive and equitable talent/faculty/staff acquisition process and how these processes can be influenced by an intentional focus on cultivating an inclusive and equitable workplace*

1. Building an Inclusive Team
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. Starting the Process
6. Defining Key Concepts
7. Promoting Inclusive Teams
8. Considerations in Building an Inclusive Faculty
9. Strategies for Inclusion
10. Strategies for Inclusion
11. Skills Identification
12. Scenario
13. Scenario
14. Taking Action

## Detailed Course Map & Configurations Continued

### Module 3: Building a Diverse Team continued

15. **Custom Page 2\*** | Standard Custom Page

- Configurable Page #2 Header
- Configurable Page #2 Text
- Configurable Page #2 Image

16. Summary

17. Conclusion

### Module 4: Leading an Inclusive Team

**Learning Objectives:** *Demonstrate ways to create inclusive individual and group interactions, including creating psychological safety | Demonstrate how to address acts of exclusionary behaviors, bias, and inequitable processes/policies*

1. Leading an Inclusive Team

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. Key Concepts

6. Strategies for Leaders

7. Skills Identification

8. The Event Planning Committee

9. The Follow-Up

## Detailed Course Map & Configurations Continued

### Module 4: Leading an Inclusive Team continued

10. The Power of an Apology
11. Make a Plan
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 5: Equity, Performance, and Development

**Learning Objectives:** *Identify the key talent management processes that can be influenced by an intentional focus on cultivating an inclusive and equitable workplace | Explain how biases and lack of awareness can lead to inequitable treatment and lack of diversity/inclusion | Identify strategies for mitigating bias and promoting equity and inclusion in the talent management process*

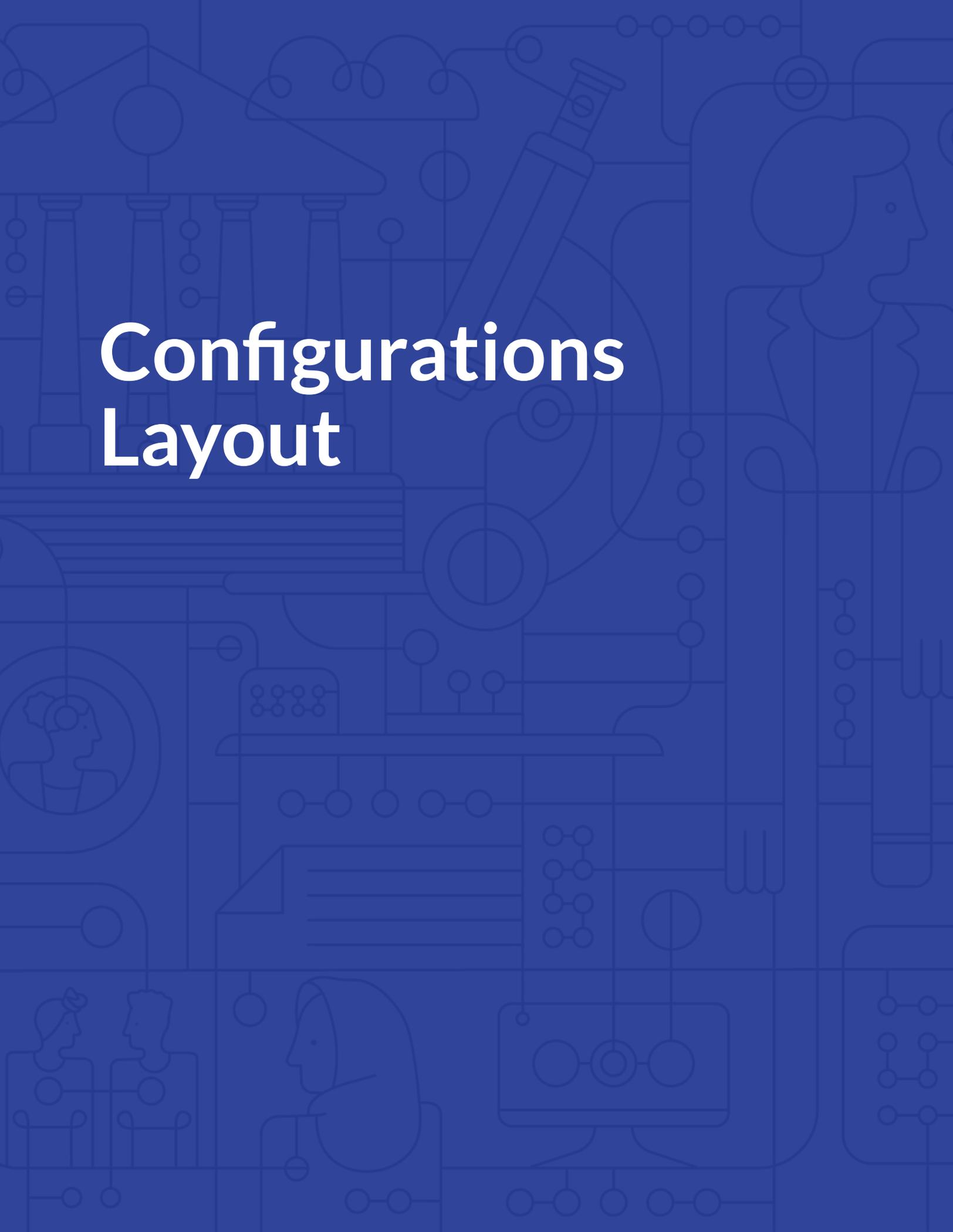
1. Equity, Performance, and Development
2. Important Content Notice
3. **Custom Page 1\*** | *Standard Custom Page*
  - Configurable Page #1 Header
  - Configurable Page #1 Text
  - Configurable Page #1 Image
4. Reflection
5. Equity in the Process
6. Identifying Key Concepts
7. Skills Identification
8. Candidate Review
9. Check for Understanding
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 6: Conclusion

**Learning Objectives:** Describe the impact that a leader can have on creating a diverse, equitable, and inclusive workplace | Measure the behavioral and attitudinal shifts as a result of the course

1. Conclusion
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.

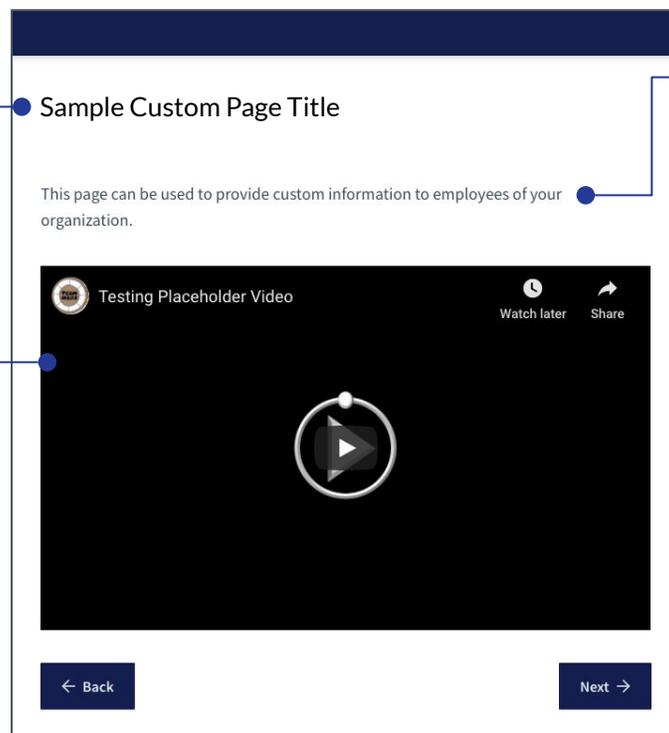
3

## 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". A line from callout 1 points to this field. Below the header, there is a paragraph of text: "This page can be used to provide custom information to employees of your organization." A line from callout 2 points to this text. Below the text is a white box containing an "Example Policy" section. Inside this box, there is a heading "Review before e-signing", a sub-heading "View Policy", and a checkbox with the text "I hereby acknowledge that I have reviewed and understand this policy". A line from callout 3 points to the "Example Policy" heading. At the bottom of the white box, there are two dark blue buttons: "Back" with a left arrow and "Next" with a right arrow. A line from callout 4 points to the "View Policy" sub-heading.

## 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

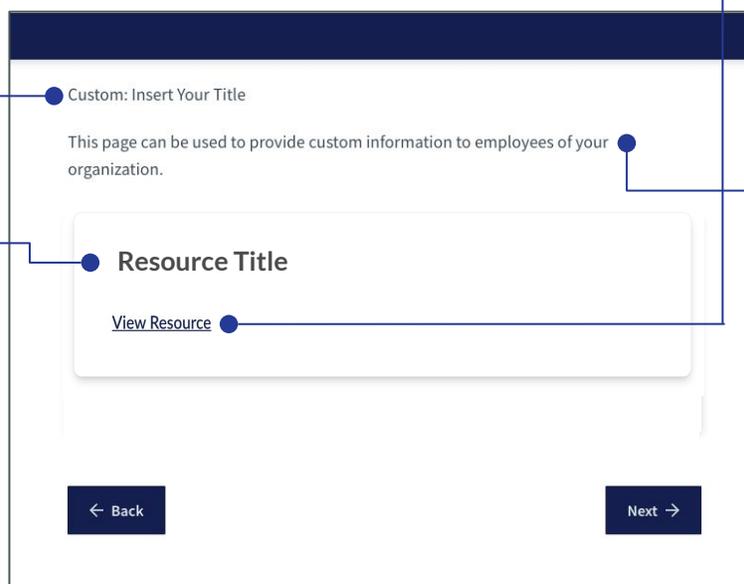
This is where the resource appears in the course after you upload it in the admin dashboard in Foundry. For the resource, they will appear in the navigation window.

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

3

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



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](http://www.everfi.com/wcn)