Anima Leadership’s Deep Diversity Organization Toolkit

A truly diverse workplace requires careful tailoring of equity approaches based on the needs of employees and the organization. The continuum outlines the main elements to be addressed or achieved to create an inclusive workplace. The tips below provide information on how to achieve organizational change.

**Leadership** – Research demonstrates that without senior leaders acting as Diversity Champions, inclusion initiatives will not be taken seriously in the organization. Leadership means more than just promoting equity from a position of understanding. Leaders need to be accountable for their own words and actions and role modeling for the rest of the organization. One of the ways to do this is to make diversity and inclusion part of a manager’s performance assessment goals. Another option is to create a Diversity Manager position, hiring an experienced diversity and inclusion expert who reports directly to the CEO and helps navigate the organization’s equity journey.

**Partnership** – Leadership cannot just be top-down enforcement of policies and procedures. It must also include the views of staff: particularly those from minority groups. This partnership can be through surveying employees, focus groups, advisory committees, or other types of engagement. Partnership will also ensure that employees understand the benefits for everyone in an inclusive workplace.

**Education** – Providing staff with appropriate training opportunities regarding diversity and equity will enable them to be informed, productive partners in the organization’s inclusion journey. Providing skill development, conflict management and bias/ equity awareness training will enable staff to become informed partners in the journey towards a more inclusive workplace.

**Strategic planning** – Diversity and inclusion should be a cornerstone of an organization’s strategic plan. Underlying this is an understanding that there are clear business and legal benefits as well as moral/ ethical reasons for doing so. By placing diversity and inclusion into the strategic plan, ensures that resources are allocated, goals set, and accountability structures are built into operational strategies. Inclusion goals should be internal (recruitment, selection, advancement, etc.) as well external (client engagement, outreach strategies, etc.)

**Evaluation** – Although evaluation and strategic planning are an important part of an inclusive workplace, both require linkages to incentives to ensure staff and leaders remain engaged. This is best done through reporting on metrics to all staff and including diversity workplace goals in performance reviews.