

PRE-WORK

In preparation for your participation in *543: Supervisor Training Series: Module 4: Managing Diversity Through the Employment Process*, please complete page 2 of this handout. Then score your answers by following the instructions on page 3. Please bring your completed Pre-work to your workshop.

Think of yourself in your role as it relates to diversity. Then read the following 15 questions and respond to each by putting a check in the column that is most true and appropriate for you.

PRE-WORK (CONTINUED)

How Do You Manage Diversity?

	Usually	Sometimes	Rarely
1. I challenge stereotypic comments and assumptions.			
2. I engage managers in discussions about diversity.			
3. I suggest changes in systems and processes to make them more equitable and accessible.			
4. I spend time (e.g., lunch, breaks) with people who are different from me in a variety of ways.			
5. I coach managers on how to deal with diversity related problems.			
6. I review policies to assure they are inclusive.			
7. I let people know that ethnic, gender, racial, religious, etc., jokes are off limits.			
8. I suggest diversity issues and topics for the agenda at regular management or work team meetings.			
9. I create methods to hold all staff accountable for fair treatment and respectful behavior.			
10. I speak up and educate when I hear a derogatory comment, slur, or joke.			
11. I suggest resolution strategies when managers have diversity related conflicts.			
12. I explain the business advantages for effectively dealing with diversity.			
13. I challenge my own assumptions and stereotypic thoughts.			
14. I give managers suggestions about ways to make the work environment more inclusive.			
15. I speak publicly and supportively about the organization's diversity plans and initiatives.			

PRE-WORK: HOW DO YOU MANAGE DIVERSITY? (CONTINUED)

Scoring:

Usually: 2 points; Sometimes: 1 point; Rarely: 0 points

Individual attitudes and beliefs;
items 1, 4, 7, 10, 13 _____

Managerial skills and practices;
items 2, 5, 8, 11, 14 _____

Organizational values and policies;
items 3, 6, 9, 12, 15 _____

Total _____

Three Arenas for Managing Diversity

