https://lindsay.online-compliance.com

CAPSC Safety Services CANADA

Respect and Inclusion in the Workplace

Diversity Training for Employees

Course Overview:

Diversity encompasses *all* of the ways that we are different from each other, including factors like race, ethnicity, culture, religion, age, gender, and sexual orientation. **Respect and Inclusion in the Workplace** is an online training course that educates participants about diversity and inclusion, identifies the characteristics of a respectful workplace, and examines acceptable and unacceptable workplace attitudes and behaviours.

Learning Objectives:

Upon completion of the course, participants will be able to:

- Recognize the benefits of diversity in the workplace
- Describe the characteristics of a respectful workplace and identify personal attitudes and behaviours that reflect consideration for others
- Understand the concept of *culture* and identify practical strategies to improve communication between people from different cultural backgrounds
- Identify unacceptable workplace behaviours, including *discrimination, harassment* and *bullying,* and describe practical strategies to address such behaviours
- Know how to respond appropriately in a situation involving disrespectful workplace behaviours, whether as the target, the accused, or a bystander

Evaluation Process:

This training is presented in three modules, each including a mandatory test. To progress from one module to the next and complete the training, participants must verify knowledge transfer by achieving 100% on each test. Those who fail can re-test until the required outcome is obtained. Questions are selected from a 'test bank' to ensure that retests are unique. Upon successful completion of the course, participants will be able to download/print a *Certificate of Completion*. This document will include the participants name and the date of training.

Course Duration:

This is a self-paced learning experience. Participants can exit and re-enter the course at any time. The time required to complete the course will vary, depending on the learning style and prior knowledge of the individual. On average, most participants will be able to complete the course in 1-3 hours.