



## Group Diversity Challenge Guidelines

Diversity is an action word! Diversity in the workplace requires leadership to take action and to have courageous conversations about racial diversity within their organization. Real change comes from having straightforward language, taking an unapologetic look at the perspective of others, and taking a deep dive into policies and procedures about advancement, recruitment and hiring and admitting when things need to change.

TPI's approach to diversity in the workplace includes moderating this difficult conversation in a safe place allowing all voices to be heard, viewpoints to be considered and opening up about fears, prejudices, and the influences that have seared themselves onto our unconscious bias.

The Group Diversity Challenge will focus on two of the six challenges:

**Challenge 1:** Create a formal mentor program.

**Challenge 2:** Use a blind application and recruitment process when considering new hires.

Levels	Challenge Details	By the end of the challenge, each participating organization will have the following:
<ul style="list-style-type: none"> <li><b>Challenge 1:</b> Create a formal mentor program.</li> <li><b>Challenge 2:</b> Use a blind application and recruitment process when considering new hires.</li> </ul>	<ul style="list-style-type: none"> <li>Monthly strategy emails keyed to action steps</li> <li>Monthly accountability Zoom meetings</li> <li>Monthly Milestone checklist</li> <li>Private group chat for support</li> </ul>	<ul style="list-style-type: none"> <li>Framework for the mentoring program to include guidelines, worksheets, examples, schedule samples, kick-off events, etc.</li> <li>A first draft of the company policy for reviewing resumes, guided by the demographic make-up of the communities being served.</li> <li>An outline of the goals and intentions for creating a blind hiring process.</li> <li>A review all current job descriptions and edit to remove all biased language (generic terms like 'the ideal candidate' instead of he/she) and remove caps on education and experiences and focus on skills needed.</li> <li>Establish a training program for HR and recruitment employees on unconscious bias and how to use objective, fact-based hiring techniques.</li> <li>Framework for a structured interview process using pre-determined questions specific to the job that are used in the same order for each candidate.</li> <li>Identify a diverse team of employees to make up an interview committee.</li> <li>Create a scoring system for interviewers to use to score answers.</li> </ul>

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## **About The People Institute**

**The People Institute (TPI)** is a limited liability company based in Broward County, Florida and serves the national community. TPI's mission is to create a workplace environment that will earn trust, create credibility, and develop meaningful relationships. We recognize that while challenges may be similar, each client is unique and deserves a tailored consulting and training approach to achieve their desired results.

We work with our clients to:

- Challenge the group's thinking.
- Make connections that may be overlooked by both the client and participants.
- Observe and address group dynamics.
- Coach on leadership techniques and interpersonal effectiveness.
- Deliver candid observations, feedback, and recommendations to leadership offline.



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