

LEADERSHIP
BALANCE®
Mind. Will. Heart.



INCLUSIVE LEADERSHIP

COMPLETE COURSE GUIDE

5 Competency Tracks:
(Plus Bonus Content!)

Leading Inclusively

Empowering Employees

Creating a Positive Atmosphere

Embracing Allyship

From Awareness to Action

INDEX

Competency Tracks

Leading Inclusively

pg 5

Empowering Employees

pg 8

Creating a Positive Atmosphere

pg 8

Embracing Allyship

pg 13

From Awareness to Action

pg 17

>> Bonus Content pg 7

This “catalog” is only to be used as a reference to the type of content provided and is subject to change on a monthly basis. There is no implied guarantee that this exact content will be available at the time of purchase. For current content, please speak to our customer service department at 866-864-8200. Last updated 8/31/21.

TRACKS & COURSES

Leading Inclusively

- Recognizing and Addressing Micro-behaviors in the Workplace
- Workplace Diversity, Equity, and Inclusion in Action
- Moving from Bias to Inclusion in a DEI Journey
- Adopting an Inclusion Mindset at Work
- Leading Inclusively Leadercamp: Session Replay

Empowering Employees

- Taking Action to Empower Employees *
- Being a Fair and Caring Manager *

Creating a Positive Atmosphere

- Positive Atmosphere: Establishing an Engaged Workforce *
- Positive Atmosphere: Establishing a Positive Work Environment *
- Influencing through Positive Leadership *

Embracing Allyship

- Embracing Allyship Leadercamp: Session Replay
- Becoming a DEI Ally and Agent for Change

From Awareness to Action

- Removing Systemic Bias from Organizational Culture: Session Replay
- Truth, Hope, and Equity in a Disrupted World: Session Replay
- Advancing Meaningful Diversity In The Workplace: Session Replay

>> Bonus Content

- 9 books
- 2 skill briefs

LEADING INCLUSIVELY

COURSE DESCRIPTION

Recognizing and Addressing Micro-behaviors in the Workplace

Overview/Description: Micro-behaviors are a macro problem. Dr. Alvin Poussaint described the cumulative impact of microaggressions as “death by a thousand nicks.” Subtle acts of exclusion – often unconscious – left unchecked will take a toll on your employees. These subtle forms of bias and discrimination often leave people frustrated and lead to decreased productivity. In this course, you’ll learn to recognize the characteristics of the different types of micro-behaviors and how to decode the messages they send. You’ll also learn to identify when and how to take action to address microaggressions, and how to use micro-inclusions as an antidote to micro-aggressions.

Course Duration: 24 minutes

Workplace Diversity, Equity, and Inclusion in Action

Overview/Description: A diverse and inclusive workforce is a business and human imperative. Regardless of your role or the size of your organization, everyone can play an active role in fostering diversity, equity, and inclusivity. Future business growth and success depend upon embracing inclusion and eliminating bias and discrimination in the workplace. However, for many organizations, building cultural and business practices that embrace workplace diversity can still feel elusive. Besides hiring diverse talent, what more can we do? This course is your guide to defining diversity, equity, and inclusion and advancing meaningful and impactful diversity, equity, and inclusion practices in your workplace. In this course, you’ll learn to recognize key characteristics of DEI and practices for building and sustaining a healthy DEI culture. You’ll also learn to identify behaviors that signal a breakdown in achieving an inclusive culture, key elements that enable diversity, equity, inclusion, and belonging to take root, and the steps for demonstrating agility and resilience in your DEI journey.

Course Duration: 30 minutes

Moving from Bias to Inclusion in a DEI Journey

Overview/Description: An increased focus on the importance of DEI in the workplace has shed light on the fact that everyone has bias. Though it’s rooted in human nature, it’s important to understand what implicit bias is in order to develop the thoughtful inclusion mindset. In this course, you’ll learn about the different kinds of implicit bias and how to recognize them in action. You’ll also learn about the importance of committing to thoughtful inclusion in the workplace.

Course Duration: 30 minutes

Adopting an Inclusion Mindset at Work

Overview/Description: It’s not just individuals who face unconscious biases in the workplace; teams and organizations can also operate with shared institutionalized biases. Ensuring a diverse workplace requires actively participating in and advocating for DEI supports. In this course, you’ll learn about the power of inclusion and how to support DEI at work. You’ll also learn the basics of inclusive recruitment and hiring, and what it looks like when a company supports inclusion from onboarding through to retirement.

Course Duration: 24 minutes

LEADING INCLUSIVELY

COURSE DESCRIPTION

Leading Inclusively Leadercamp: Session Replay

Overview/Description: This is a recorded replay of the Leading Inclusively Live session that ran on June 24th at 10 AM ET led by La'Wana Harris, author of Diversity Beyond Lip Service: A Coaching Guide for Challenging Bias, "Leading Inclusively" will provide guidance and a safe discussion forum to start you on the journey toward inclusive leadership. You will also gain insights and tools to help you and your organization value and leverage the unique strengths and talents of all individuals.

Course Duration: 1 hour

EMPOWERING EMPLOYEES

COURSE DESCRIPTION

Taking Action to Empower Employees

Overview/Description: The most successful business leaders know how to empower employees. Empowering employees involves giving them what they need to enable them to do their very best work.

This course will cover practical ways you can empower employees so they reach their full potential, boosting job satisfaction and organizational success.

Course Duration: 18 minutes

Being a Fair and Caring Manager

Overview/Description: As a manager, you will wear many different hats as you deal with a variety of people. Because you will encounter many personalities, emotions, and practices, it's important to learn how to be fair and caring when managing others. In this course, you will explore the many facets of treating others with fairness, including how to apply standards fairly. You'll also learn how to demonstrate fairness in your communication, decision making, and personal skills such as listening, sharing, and showing concern to your direct reports.

Course Duration: 30 minutes

CREATING A POSITIVE ATMOSPHERE

COURSE DESCRIPTION

Positive Atmosphere: Establishing an Engaged Workforce

Overview/Description: An engaged workforce creates a positive work environment that boosts productivity, encourages creativity, and helps you engage and retain talented employees. This in turn will make your organization more profitable and innovative, and will strengthen your employees' work ethic. In this course, you'll learn about the benefits of engaging your workforce and of establishing a positive work culture. You'll learn how to recognize common qualities of engaged employees, understand what drives employee motivation, and recognize commitment challenges. You'll also learn how employee engagement links to the bottom line by reducing turnover.

Course Duration: 24 minutes

Positive Atmosphere: Establishing a Positive Work Environment

Overview/Description: A positive workplace is paramount to your organization's long-term success. As a manager, you play a key role in establishing a positive work culture, and noticing when negativity takes the place of positivity. As a leader, you can foster a positive work environment by communicating honestly, respecting, supporting, and engaging others, and maintaining a good attitude. This course will introduce you to best practices for creating a positive work environment. You'll learn the benefits of establishing a positive and engaged workforce, its characteristics, and concrete steps to create one. You'll also explore how to recognize the signs and impacts of negativity, and how to take corrective action if necessary to engage employees.

Course Duration: 24 minutes

Influencing through Positive Leadership

Overview/Description: An organization's social and political landscape can provide opportunities for positive leadership, influencing others in order to accomplish team and company goals.

In this course, you will discover methods and strategies for effectively influencing a team to accept your ideas. You'll be introduced to the importance of political awareness and the essential skills involved in utilizing positive influence, while avoiding the negative, when persuading others. You'll also have an opportunity to practice methods for influencing effectively and ethically.

Course Duration: 24 minutes

EMBRACING ALLYSHIP

COURSE DESCRIPTION

Embracing Allyship Leadercamp: Session Replay

Overview/Description: This is a recorded replay of the Embracing Allyship Leadercamp Live session that ran on August 25th at 10 AM ET led by La'Wana Harris, author of *Diversity Beyond Lip Service: A Coaching Guide for Challenging Bias*. “The Embracing Allyship Leadercamp will illuminate how embracing your role as an ally can help you achieve significant and lasting change — as an individual, a team member, and a leader in your organization.

Course Duration: 1 hour

Becoming a DEI Ally and Agent for Change

Overview/Description: To understand and appreciate diversity in the workplace, we must develop an understanding of ourselves and the diverse ways in which we view the world. Working in a diverse and inclusive workforce has many personal and professional benefits ranging from improved wellness and personal health to engagement and community and innovation and creativity. Equally important is the ability to leverage each of our unique talents, skills, and contributions. In this course, you'll explore strategies to help you become an advocate for diversity, equity, and inclusion within the workplace. You'll learn to build awareness of your values and social perspective and recognize specific actions that can improve social and cultural aspects of DEI. You'll also learn about key concepts of allyship, methods to be a more inclusive communicator, and how to use the RISE model to become a DEI ally.

Course Duration: 36 minutes

FROM AWARENESS TO ACTION

COURSE DESCRIPTION

Removing Systemic Bias from Organizational Culture: Session Replay

Overview/Description: This is a recorded replay of the Removing Systemic Bias from Organizational Culture Leaders Camp Live session that ran on January 26th at 10 AM ET led by Su Joun, Diversity & Inclusion Practitioner.

For organizational leaders who want to advance diversity, equity, inclusion and belonging in the workplace, recognizing and removing systemic bias continues to be a challenge. This Leader Camp will share proven methods to mitigate embedded biases that exist in our organizations, will provide a safe learning environment for assessment, and collaboration, and will allow for ample time for attendees to ask questions.

Course Duration: 1 hr 2 minutes

Truth, Hope, and Equity in a Disrupted World: Session Replay

Overview/Description: This is a recorded replay of the Truth, Hope, and Equity in a Disrupted World Leadercamp Live session that ran on October 20th at 10 AM ET led by La'Wana Harris, author of Diversity Beyond Lip Service: A Coaching Guide for Challenging Bias. " Truth, Hope, and Equity in a Disrupted World is a constructive conversation that calls people in rather than calling them out. There'll be no finger pointing, blame, or shame. With pragmatic, expert guidance from our world-class coach — and conversations with peers from all over the world — you'll learn ways to maximize productivity, engagement, and equity for all in your own organization.

Course Duration: 1 hr 12 minutes

Advancing Meaningful Diversity In The Workplace: Session Replay

Overview/Description: This is a recorded replay of the Advancing Meaningful Diversity In The Workplace Leadercamp Live session that ran on December 8th at 10 AM ET led by Su Joun, Diversity & Inclusion Practitioner.

Many organizations state that they want more diversity. However, we are often challenged to recognize that the processes, norms, professionalism expectations, protocols, and brands that we put in place may be working against advancing diversity in our workplace. This Leader Camp will review those barriers , provide recommendations for overcoming them, and will allow for ample time for attendees to ask questions.

Course Duration: 1 hr 4 minutes

BONUS CONTENT!

INCLUDES THE FOLLOWING

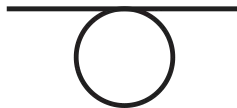
9 Books

- Diversity Beyond Lip Service: A Coaching Guide for Challenging Bias
- The Diversity Code: Unlock the Secrets to Making Differences Work in the Real World
- Making Diversity Work: Seven Steps for Defeating Bias in the Workplace
- The Inclusion Dividend: Why Investing in Diversity & Inclusion Pays Off
- Diversity and Inclusion
- Diversity at Work: The Practice of Inclusion
- Everyday Bias: Identifying and Navigating Unconscious Judgements in Our Daily Lives
- The Employee Experience Advantage: How to Win the War for Talent by Giving Employees the Workspaces They Want, the Tools They Need, and a Culture They Can Celebrate
- Trust Inc: How to Create a Business Culture That Will Ignite Passion, Engagement, and Innovation

2 Skills Briefs

- The Role of Diversity in Driving Employee Engagement
- Tapping Diversity to Maximize Innovation

**LEADERSHIP
BALANCE®**



Mind. Will. Heart.

Toll Free: **(866) 864-8200**
Email: info@leadershipbalance.com
leadershipbalance.com



**WOMEN
OWNED™**