

# **DIVERSITY CONVERSATION TOOLKIT**

**SIMPLE WAYS TO START  
CONVERSATIONS ABOUT DIVERSITY**

# 02

## ABOUT

This toolkit offers organizations, companies, agencies and classrooms a means to start conversations about diversity. Diversity and inclusion are topics that must be discussed in the workplace and classroom, but starting those conversations can be difficult or uncomfortable.

The five activities in this toolkit allow you to choose the best activity or activities for your organization to use as a segue into conversation about diversity. They should prompt open, authentic dialogue between members of your organization.

## THINGS TO KEEP IN MIND

While participating in these activities and discussions:

- Be respectful.
- Consider everyone's feelings and perspectives.
- Be open minded.
- Keep an optimistic attitude.
- Be patient.
- Challenge yourself to learn and grow.

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# 04

# POWERPOINT PRESENTATION

## PURPOSE

This PowerPoint can be shown at your organization's gatherings or meetings, whether or not they are specifically geared towards diversity or allyship. In either scenario, the presentation opens the floor for discussion.

Presenting it as part of a regular meeting, rather than a diversity and inclusion-focused meeting, normalizes the conversation for everyday settings.

## DOWNLOAD THE SLIDES

A PDF of the PowerPoint presentation can be accessed and downloaded [here](#).

# 05

## POP QUIZ

### PURPOSE

These trivia questions will test your group's knowledge of diversity, equity and inclusion. This game can be played as a group or individually. Use these questions to introduce and begin conversations about different topics of diversity inclusion.

The trivia questions can be put into a Kahoot game, added to a PowerPoint or played in any manner that best suits your group. Questions specific to your organization can also be added.

### POP QUIZ QUESTIONS AND ANSWERS

- 1 What percentage of people aged 50 or older have experienced ageism in the workplace?
  - a. 62%
  - b. **58%**
  - c. 22%
  - d. 13%

# 06

- 2 When you believe your culture is the worst, you are Ethnocentric.
- a. True
  - b. **False**
- 3 Diversity includes race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other characteristics.
- a. **True**
  - b. False
- 4 Which of the following are traits of social diversity/awareness?
- a. Recognizing that a variety of perspectives can produce better outcomes
  - b. Getting to know someone with a different background than you
  - c. Working with diverse teammates towards a common goal
  - d. **All of the above**
- 5 What is the difference between sex and gender?
- a. **Sex is biologically determined. Gender is a social construct.**
  - b. Sex is a social construct. Gender is biologically determined.
- 6 Companies run the risk of \_\_\_\_\_ without diversity in the workplace.
- a. Limited perspective
  - b. Lack of talent
  - c. Tone-deafness
  - d. **All of the above**
- 7 The 'b' in Black should be capitalized.
- a. **True**
  - b. False

# 07

## SITUATION NAVIGATION

### PURPOSE

This activity can be used as a game or as a tool to present situations that may occur in the workplace. Have participants discuss the most appropriate reaction or response to those situations, and see if they can effectively put allyship into action.

### ACTIVITY EXPLANATION

There are six situations to address. Each will present a hypothetical situation that could occur in the workplace. Have participants discuss with one another what would be an appropriate way to handle this situation and be an ally to diverse individuals in their organization.

Keep in mind that to be an ally, one must:

- Advocate for underrepresented people
- Educate themselves and others
- Understand and believe people's personal experiences
- Keep themselves accountable
- Be able to have constructive conversations

# 08

## THE SITUATIONS

- 1** A coworker that is part of a minority group comes to you and begins to vent about feeling as though the work environment at the company you both work at doesn't accept them because of their race or ethnicity. What is the appropriate response?
- 2** A coworker of yours says something viewed as ableist towards a disabled coworker during an online zoom work meeting. What is an appropriate response?
- 3** You lead a weekly team meeting at your organization. Last week, two women in the meetings came to you to express that they feel like the women in the meetings are often spoken over and ignored by their male counterparts. What can you do to help?
- 4** A coworker comes to you and tells you that something you said to them in passing the day before hurt they're feelings, and it made them feel lesser as a person because of where they grew up. What is an appropriate response?
- 5** Your coworker James makes a comment about another team member named John saying, "he must be gay" if he doesn't like the Game of Thrones episode that aired the night before. What is an appropriate response?
- 6** A female coworker calls out of work early. Your immediate thought is that she has to go take care of something for her kids because that's what women usually do. What should you do to address this assumption?



# 09

## MEET AND GREET BINGO

### PURPOSE

Meet and Greet Bingo serves as a way for people to recognize each person's diverse qualities. It creates a space for everyone to be open about themselves, if they wish, and to create conversations about what it means to be diverse.

This activity can be used when you and your group are in the same space and have room to move about the space. Use this activity to help your team recognize that being diverse means more than being a POC.

### ACTIVITY EXPLANATION

To complete this activity, each participant will need a printed Meet and Greet Bingo card. Each space on the Bingo board describes a different characteristic that the participants may or may not have. If one of these qualities describe a participant, they may sign their name on that space on their and others' cards, if they feel comfortable doing so. Each participant should only sign another participant's card once, and they may sign their own card once. Play until someone gets bingo or until everyone has finished signing cards.

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## DOWNLOAD THE BINGO CARD

A PDF of the Meet and Greet Bingo card is accessible and downloadable [here](#). To play the game, you can print a copy of the card for each player, or you can send it to each player digitally and play using your phones/tablets.

## FOLLOW-UP DISCUSSION

After your group has finished playing, ask the participants these questions.

- Did anyone learn anything new about their group/team members?
- How did this activity reshape or reinforce your definition of diversity?
- Is diversity well-represented within our group/team?
- How does our representation of diversity hurt/help us?

# 11

## ACTION CONTINUUM

### PURPOSE

The conflict spectrum addresses how people address conflict related to diversity and inclusion in the workplace. It forces people to recognize if there is a gap between perception and reality in their allyship. The activity emphasizes that an assertive approach is the most effective way to be an ally in the workplace and elsewhere.

### ACTIVITY EXPLANATION

Participants will stand in a line facing the instructor. One side of the room will represent an assertive approach, and the other side will represent a passive approach.

The instructor will first define each conflict approach and participants will take a minute to consider where they typically fall on the spectrum. Next, the instructor will read a series of scenarios, and participants move to where they feel their reaction would be on the spectrum.

Participants should discuss why they stood where they did for each scenario, and learn techniques to address conflict appropriately.

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## APPROACHES

- **Assertive:** You are able to have a respectful exchange that honors yourself and others. Your position is expressed in a respectful way that allows for dialogue with the other person. This behavior is characterized by:
  - Expressing your feelings, needs and ideas
  - Standing up for the rights of marginalized groups in a way that does not violate the rights of others
  - A sense of confidence in your ability to handle conflict
- **Passive:** You avoid the discomfort caused by conflict. This behavior is characterized by:
  - Not expressing your needs, feelings and ideas
  - Allowing others to infringe on the rights of marginalized groups
  - Can lead to self-denial and feelings of guilt

# 13

## SCENARIOS

- A coworker used a slur against a disabled coworker. How do you approach this conflict?
- Management enforces a rule disallowing natural hairstyles in the workplace, which largely discriminates against Black women. How do you approach this conflict?
- Your boss made a homophobic remark. How do you approach this conflict?
- A mandatory company event is planned for the same date as a religious holiday of a Muslim coworker. How do you approach this conflict?

## FOLLOW-UP DISCUSSION

After your group has finished playing, ask the participants these questions.

- Did anyone learn anything new about how they approach conflict?
- How does your conflict approach style impact the people around you?
- How can you improve your approach to conflict?
- How can you help improve other people's approach to conflict?