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DIVERSITY & INCLUSION



create a culture of inclusion

ORGANIZATION ASSESSMENT TOOLKIT

July 2020

Diversity and Inclusion Organizational Assessment Toolkit

Team Assessment Questions, Criteria Examples, & Supporting Resources

Instructions for Using This Tool

Each of the questions provided are intended to spark conversation. For each of the self-assessment criterion, there are examples of potential strategies that could demonstrate that a process is in place within an organization. ***These are examples only -- innovative strategies that meet the needs of your organization are supported and encouraged.*** The 2nd Column provides supporting resources available on the LeadingAge Minnesota web site at: www.leadingagemn.org/D&I

Use the worksheets below to record your current status and to note your progress as your work continues. The process asks you assess five elements of your Diversity & Inclusion initiative:

1. How well established and documented is the initiative?
2. How well do senior leaders demonstrate commitment to the initiative through their personal actions?
3. Do you have a process to engage all staff in the initiative and to promote it throughout your organization?
4. Do you have a process for senior leaders to evaluate diversity and inclusion practices?
5. What is your process for responding to concerns about diversity and inclusion issues from staff?

2. Senior Leaders, through their personal actions, demonstrate commitment to engaging in DIVERSITY and INCLUSION practices.

- Effective/systemic process is in place
- A process is in place, but it is not systematic
- No process is in place

A concrete example that demonstrates my selection above is:

Examples of potential strategies:

- *Senior leaders regularly create a safe space for Diversity and Inclusion conversations with staff at all levels*
- *Senior leaders have engaged in professional development of organizational leaders to grow capacity in Diversity and Inclusion initiatives.*
- *Senior leaders perform regular leadership rounds that encourage open communication, on all shifts, to interact with managers and direct care staff.*

Communication Plan Worksheet

Leadership Rounding Guide

3. We have a PROCESS in place to engage all staff in supporting and promoting DIVERSITY and INCLUSION Practices.

- Effective/systemic process is in place
- A process is in place, but it is not systematic
- No process is in place

A concrete example that demonstrates my selection above is:

Examples of potential strategies:

Our organization has a Diversity and Inclusion committee established that is representative of our current and desired workforce.

- *Senior leaders share the appropriate strategies and progress towards goals with employees and other stakeholders.*
- *Senior leaders have multiple methods to share information including verbal and written (e.g., memos, newsletters, intranet, and social media). These methods have a mechanism for two-way communication.*
- *Ad-hoc focus groups are used to gather feedback on key Diversity and Inclusion issues.*
- *Staff have received training and resources on Diversity and Inclusion.*

Engaging Your Team Members: Conversation Tools

Implicit Association Test from Harvard University

How Was Your Day Training – Watch the Preview Video

The Diversity Training Institute – Monthly training events offered through 2020

Ecumen Diversity & Inclusion Council

4. We have a PROCESS in place for senior leaders to evaluation our DIVERSITY and INCLUSION practices.

- Effective/systemic process is in place
- A process is in place, but it is not systematic
- No process is in place

A concrete example that demonstrates my selection above is:

Examples of potential strategies:

- *Our organization asks questions surrounding Diversity and Inclusion practices on an employee engagement survey.*
- *Senior leaders have a plan in place to respond rapidly if Diversity and Inclusion concerns are brought forward.*
- *Our Board of Directors offer insight and direction to our Diversity and Inclusion work and demonstrate support for the importance of this work.*
- *We have completed a community needs assessment and a responsive action plan to meet and identify our organization’s needs with a focus on our strengths and knowledge.*

Equity, Diversity, and Inclusion Needs Assessment for Evanston Public Library

5. We have a PROCESS in place to respond to DIVERSITY and INCLUSION concerns from staff.

- Effective/systemic process is in place
- A process is in place, but it is not systematic
- No process is in place

A concrete example that demonstrates my selection above is:

Examples of potential strategies:

- *Senior leaders have a plan in place to respond rapidly if Diversity and Inclusion concerns are brought forward.*
- *We include the people we serve in discussions around Diversity and Inclusion to continuously improve the safety and respect towards staff.*
- *When relationship recovery is needed, there is a process to determine the best method to communicate, steps to remedy, and method to assure that actions were sufficient.*
- *A formal compliance program is in place with high-level personnel assigned responsibility to oversee compliance and dedicated resources and authority provided.*

Binghamton University Division of Diversity, Equity, and Inclusion Discrimination Complaint Procedure