

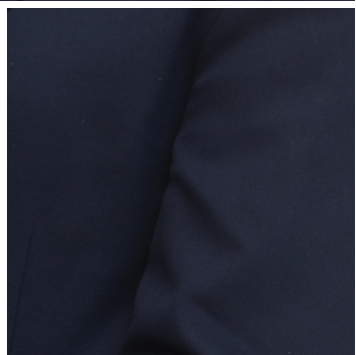
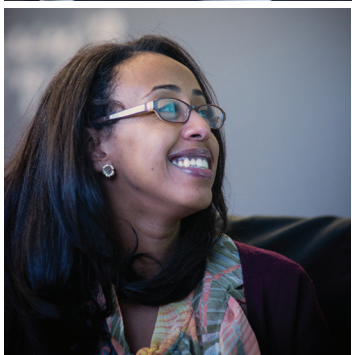


Talent Development Presents the 2017 - 2018

Diversity & Inclusion Course Series

For Faculty & Staff





Our Vision

At American University, diversity and inclusion are key components of our culture and we foster an open, accepting, inclusive, and collaborative environment for all. To support these tenets, we have expanded our professional development to support our diversity and inclusion competency by offering programs that build skills in awareness, self-exploration, and allyship.

Select courses in this series are also featured in our Leadership Development Speaker Series and are held in conjunction with AU's Center for Diversity & Inclusion. These courses serve to raise awareness about diversity and inclusion topics and encourage open dialogue throughout campus. See pages 4-5 for the full list of scheduled courses. For courses that are not currently scheduled, please talk to your department manager or email asuccessfulu@american.edu to request a course. *All courses featured are open to all faculty and staff.*

Contents

Diversity & Inclusion Course Offerings by Skill Category

2017 - 2018 Course

Schedule..... pg. 4

Awareness pg. 6

Self-Exploration..... pg. 8

Allyship..... pg. 10



2017 - 2018 Diversity & Inclusion Course Schedule

To register for any of the courses below, visit [AsuccessfulU](#) on the myAUPortal and select “Learning” under the “Home” tab. Use the “Find Learning” search tool to browse for courses. All courses scheduled below are new offerings.

Date	Course Title	Time	Location	Skill
09/21/17	The Science of Inclusion: The Brain and Bias	9:00am-1:00pm	MGC 200	Self-Exploration
09/26/17	Gender and the Leadership Assumptions We Make1	12:00pm-2:00pm	McDowell Formal Lounge	Self-Exploration
10/05/17	Extraversion and Introversion at Work	9:00am-1:00pm	MGC 247	Awareness
10/17/17	Navigating Difficult Conversations ¹	12:00pm-1:30pm	McDowell Formal Lounge	Allyship
10/31/17	Influencing Without Authority: Choosing Your Style	1:00pm-5:00pm	MGC 247	Allyship

For courses that are not currently scheduled, please talk to your department manager or email asuccessfulu@american.edu to request a course.

Date	Course Title	Time	Location	Skill
11/16/17	Making the Most of Working with Difficult Behaviors	1:00pm-5:00pm	MGC 200	Allyship
11/29/17	Race, Bias and Professionalism in the Workplace ¹	12:00pm-1:30pm	McDowell Formal Lounge	Self-Exploration
12/07/17	In Transition: How to Support Transgender Employees at AU ¹	12:00pm-1:30pm	McDowell Formal Lounge	Allyship
01/31/18	The Science of Inclusion: The Brain and Bias	9:00am-1:00pm	MGC 200	Allyship
2/13/18	Examining Privilege ¹	12:00pm-1:30pm	McDowell Formal Lounge	Self-Exploration
03/01/18	Extraversion and Introversion at Work	9:00am-1:00pm	MGC 247	Awareness
04/03/17	Influencing Without Authority: Choosing Your Style	1:00pm-5:00pm	MGC 247	Allyship
04/26/18	Making the Most of Working with Difficult Behaviors	9:00am-1:00pm	MGC 200	Allyship

¹ These courses are part of the Leadership Development Speaker Series.

Awareness courses provide faculty and staff with a foundational level of knowledge about the many facets of diversity, such as unconscious bias, generations, introversion, extraversion and more.



EXTRAVERSION AND INTROVERSION AT WORK-NEW

Dispel the myths about introversion and extraversion. Explore how these terms apply in the workplace and learn valuable tips for working together successfully.

GENERATIONS IN THE WORKPLACE

Discuss the differences and commonalities among generations, including their defining experiences and characteristics. Learn about the cultural aspects of the World War II, Baby Boomer, Generation X, and Millennial generations.

PREVENTING DISCRIMINATION AND SEXUAL VIOLENCE²

Understand your responsibility to recognize and respond to situations involving sex discrimination and sexual violence.

PREVENTING DISCRIMINATION AND SEXUAL VIOLENCE (CONTINUED)²

This course meets training requirements for employees mandated by the Campus Sexual Violence Elimination Act (Campus SaVE Act), which is part of the Violence Against Women Reauthorization Act (VAWA), and Title IX.

UNCONSCIOUS BIAS

Understand that unconscious biases are natural preferences that influence your thoughts, actions, interactions, and decisions in the workplace.

UNCONSCIOUS BIAS: RECRUITMENT AND HIRING² -NEW

Recognize unconscious bias and its impact on recruitment and hiring. Essential skills for leaders, recruiters, and hiring managers, this course teaches you to keep unconscious bias out of your job postings, résumé reviews, and interview process.

UNLAWFUL HARASSMENT PREVENTION FOR HIGHER EDUCATION²

Understand your role in creating a harassment-free campus by identifying, and reporting potential harassment. Learn AU's policies regarding discrimination and sexual harassment, reporting requirements and prohibitions regarding retaliation.

VALUING DIVERSITY AND INCLUSION

Promote creativity and innovation by celebrating the differences people bring to the workplace. A diverse workforce often generates thoughtful, inspired solutions but you should be aware that some differences may contribute to misunderstandings among people who have different styles and work ethics.

² *These courses are only available online.*

Self-Exploration

Self-exploration courses help to build the skills needed to explore and examine privilege, race, bias and professionalism and how they play out in your life.



EXAMINING PRIVILEGE¹ -NEW

Define privilege and discuss how talking about it can positively impact the workplace.

EXPLORING INTERCULTURAL COMMUNICATION

Explore the cultural impact in your day-to-day communications. This course discusses the culture scales of communication, time, power, obligations, and work dynamics through case studies, lecture, and discussion.

GENDER AND THE LEADERSHIP ASSUMPTIONS WE MAKE¹ -NEW

Discuss the expectations we have for male and female leaders and their leadership styles. In this session, examine the language differences between leaders and how assumptions impact your view of male and female leaders.

INTRODUCTION TO THE MYERS-BRIGGS TYPE INDICATOR (MBTI)

Learn how the MBTI measures preferences in how people perceive the world and make decisions. This course will help you understand and appreciate the value and challenges of working with different personality types.

RACE, BIAS AND PROFESSIONALISM IN THE WORKPLACE¹ -NEW

Learn about unconscious bias and the ways it influences the intersections of race and professionalism in the workplace. Discuss strategies and tips for reducing bias.

THE SCIENCE OF INCLUSION: THE BRAIN AND BIAS -NEW

Discuss unconscious bias and its impact on the workplace based on research from social science and neuroscience.

THE SCIENCE OF INCLUSION: THE BRAIN AND BIAS (CONTINUED)

This course focuses on behaviors that address unconscious bias and promote respect and open collaboration.

VALUING DIFFERENCES -NEW

Learn effective tools for appreciating others' perspectives, understanding differences, and collaborating in mutually beneficial ways to make the most of a diverse workforce.

¹ These courses are part of the Leadership Development Speaker Series.

Allyship

Allyship courses support building skills needed to address disrespectful behaviors, navigate difficult conversations and value differences.

CHOOSING RESPECT **-NEW**

Develop a mindset for choosing respectful behaviors and developing skills to address disrespectful behaviors. This training program addresses workplace situations that staff face, and the overall impact of negative behaviors.

FEAR IN THE WORKPLACE: KEYNOTE AND COURSE **-NEW**

Discuss intervention strategies that can help manage workplace-related fear. Understand the psychology and biology behind fear, discuss its impact on personnel, and how leaders can address fear in the workplace.

INFLUENCING WITHOUT AUTHORITY: CHOOSING YOUR STYLE **-NEW**

Explore how you can impact your workplace by being open to opportunities and learn practical tools and techniques for influencing others.



IN TRANSITION: HOW TO SUPPORT TRANSGENDER EMPLOYEES AT AU¹ -NEW

Learn how to assist others who may be transitioning in the workplace, discuss transgender identities, AU's anti-discrimination policies and trans-inclusive benefits.

MAKING THE MOST OF WORKING WITH DIFFICULT BEHAVIORS -NEW

Learn the best practices for building collaborative bridges with others. Explore a framework for identifying the difficult behaviors and selecting the best path forward.

MANAGING FOR RESPECT IN THE WORKPLACE: WE NEED TO MEET

Address workplace conflict that may arise in response to diversity with the four-step MEET model. Get the tools to promote a respectful and inclusive workplace and learn to recognize, respond, and resolve situations involving diversity.

NAVIGATING DIFFICULT CONVERSATIONS¹ -NEW

Learn strategies to communicate more effectively and how to react to microaggressions and handling difficult conversations.

RACIAL BATTLE FATIGUE: SHIFTING CAMPUS CULTURE TO BETTER SUPPORT STUDENTS, FACULTY, AND STAFF OF COLOR³ -NEW

Learn how to help shift the AU campus culture so you can better support racially marginalized groups and challenge racism. Persistent, degrading racial microaggressions can have a physical, psychological, and emotional toll on people manifesting as fatigue, generalized anxiety, stress, as well as other symptoms.

¹ These courses are part of the Leadership Development Speaker Series.

³ Blended learning courses may integrate video and online components with group discussion as part of the curriculum.

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