

Harmony@Work

DEI Facilitator Training Certificate

Unlocks Individual Potential

Our process creates an environment that respects and values everyone's contributions and builds on their strengths. Empowering your others has value: our ultimate goal is not just teaching new skills but empowering you to create social change in meaningful ways the world needs!

Customized and Collaborative

We believe DEI training cannot be a one-size-fits-all process. By combining your knowledge with our expertise in the field, our team works with you to create a custom program based on your current level of understanding, needs and experiences.

Interactive and Enjoyable

Using adult experiential learning methods, our sessions are interactive and engaging. Trainees practice and apply the concepts they are learning while building skills and enjoying themselves. More than 90% of the feedback has told us our programs are stimulating and effective.

Results Oriented

While awareness is good it does not equal action. Our sessions teach the skills and provide the practice so as soon as participants return to the workplace they are ready to take on their new role with confidence.

Trainer



RIMA DIB

DIRECTOR OF CURRICULUM AND TRAINING

Originally a professor of Early Childhood Education at Seneca College, Rima has trained thousands of people internationally in the private, public and nonprofit sectors. Certified by the Human Resources Professionals Association (HRPA) Rima is an expert in Workplace Diversity, Equity, Inclusion and Human Rights training, she has authored publications and developed numerous custom programs, delivered keynote speeches to the University of Toronto, Ryerson University, and Bukkyo University in Kyoto, Japan. Multi-lingual (English, French, Arabic) she has been interviewed by CBC News and Radio, CTV News and Global TV as an expert on unconscious bias.

About Harmony@Work

Harmony@Work provides experiential Diversity, Equity + Inclusion (DEI) training and consulting services that promote a healthy workplace environment. A portion of Harmony@Work profits is used to deliver training to youth and community organizations at little or no cost, in order to fulfill our commitment to building equitable and inclusive communities across Canada.

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Stage One: Knowledge Building

Stage one: Trainee receives 6 - two-hour DEI Training workshops to increase knowledge and model facilitation technique and delivery style. Each two-hour sessions deepens the trainees knowledge of DEI concepts while introducing different teaching techniques and strategies. Trainee will complete a reflective assignment after each session.

1 INTERRUPTING BIAS: AN ANTI-BIAS APPROACH FOR THE WORKPLACE - 2HRS

Part one of this 6-part training series will focus on establishing a foundational understanding of personal bias and the role of bias in oppression and exclusion. This workshop will help participants identify how personal bias affects their perceptions and treatment of others and how to interrupt bias to create positive change.

2 FOUNDATIONS OF DIVERSITY, EQUITY, INCLUSION AND HUMAN RIGHTS - 2HRS

Participants will acquire knowledge of the foundational concepts and appropriate terminology related to diversity, equity, inclusion, human rights, racism and oppression. This workshop will help build understanding of each concept individually, their relationship to one another and most importantly how they apply to our workplace environments.

3 THE IDENTITY FACTOR: UNDERSTANDING PRIVILEGE AND SOCIAL LOCATION - 2HRS

We all have a role to play in dismantling systems of oppression and creating more inclusive and equitable environments. This workshop will allow participants to deepen their understanding of how our identities influence our experiences and perspectives. This includes understanding power, white privilege and other forms of privilege.

4 BIAS AND DISCRIMINATION: THE INTERPERSONAL IMPACT - 2HRS

Participants will explore the interpersonal impact of bias and discrimination through verbal and non-verbal microaggressions, oppressive language and exclusionary behavior. Using relevant workplace scenarios participant will analyze and identify barriers to inclusion and possible solutions.

5 SYSTEMIC OPPRESSION: PAST, PRESENT, & FUTURE - 2HRS

Building on the knowledge of the individual and interpersonal impact of discrimination this workshop will broaden our understanding to include how discrimination operates at a systemic level. and the historical and enduring presence of systemic racism and oppression.

6 ACTION, ALLYSHIP AND TOOLS FOR CHANGE - 2HRS

While knowledge and awareness of oppression is important, it does not always produce change. This last workshop will focus on tools and skills for active and effective allyship and meaningful social change. Participants will not only explore what effective allyship means and how to take action but also how to make and respond to inevitable mistakes.

Stage Two: Facilitation Training

Stage two: After expanding their knowledge base and shadowing 6 different DEI training workshops the trainee will receive 10 additional hours of direct facilitation and curriculum design training as follows:

1 BUILDING WORKSHOPS FROM SCRATCH - 2HRS

After having completed the first six workshops and corresponding reflective assignments the trainee will learn the parts and stages of building engaging and interactive DEI training workshops including time management, identifying learning objectives and experiential learning techniques. Homework: Trainee will design an interactive 2 hour workshop outline

2 CREATING SAFE SPACES AND MANAGING PARTICIPANTS - 1HR

Facilitating DEI workshops involves managing uncomfortable and often controversial conversations in tactful and respectful ways. The success of this depends heavily on the facilitators ability to create a safe and inclusive learning space for all participants. This session will highlight several approaches and best practices for creating such spaces.

3 EVALUATION AND ANALYSIS TOOLS AND TECHNIQUES - 1HR

Like most education programs, evaluating the success and challenges is essential to maintaining a high quality and effective practice. Anonymous participant feedback and learning metrics help the facilitator continuously improve their offerings. This class will explore several methods for collecting and evaluating feedback.

4 FACILITATION PRACTICE ROUND 1, DEBRIEF & FEEDBACK - 2.5HRS

At this stage the trainee is ready to design and deliver a 2-hour workshop. For this first delivery we will invite a few volunteers to attend and provide feedback in the last 30 minutes. They will also complete an evaluation form designed by the trainee.

5 FACILITATION PRACTICE ROUND 2, DEBRIEF & FEEDBACK - 2.5HRS

Using the feedback from round one, trainee will design and deliver a second 2-hr workshop to the same group of volunteers followed by another 30 minute feedback session and anonymous feedback form.

6 FINAL CLASS: FEEDBACK AND GOAL SETTING - 1HR

This last hour together is a culminating Trainer evaluation, trainee self-evaluation and goal setting session as well as a celebration! Trainee will also receive 6 months of on-going mentorship and support from their Trainer.

PROGRAM COST

Activity	Pricing*
Stage One: 6 knowledge building workshops	12 hours \$6000
Stage Two: Facilitation Training	10 hours \$9000
Total:	22 hours \$15 000

*Prices exclude HST.