

<b>Example Timetable: Equality and Diversity Events:</b>		
<b>Time:</b>	<b>Activity:</b>	<b>Notes:</b>
<b>09:30</b>	<b>Opening Media Show Event Aims and Objectives</b>  <b>The Believe Model (see example overleaf)</b>  (This is a <i>McKenzies</i> model which provides a summary framework of equality and diversity. The <i>Believe Model</i> is used at the start of all sessions to place the subject area into context)	A powerful audio visual presentation containing some key statistics on the changing face of Britain in terms of demography and social attitudes. The presentation explains why equality and diversity is an essential consideration in 21 <sup>st</sup> century organisations
<b>09:45</b>	<b>Introductory Exercise</b>	In syndicate groups, delegates to capture (using one piece of flip chart paper) <ul style="list-style-type: none"> <li>▶ An introduction to each member</li> <li>▶ Event Expectations</li> <li>▶ Collective Understanding of the terms Equality and Diversity and why they are important</li> </ul>
<b>10:00</b>	<b>Exercise Feedback and Discussions</b>	
<b>10:15</b>	<b>Equality and Diversity Defined.</b>	Session defines the terms equality and diversity and provides some statistics and examples of both changing UK demography and social attitudes.
<b>10:30</b>	<b>The Business Case</b>	Session lists some of the key business benefits of developing an inclusive organisation. For example, within the areas of recruitment, customer service, procurement etc. Includes examples of successful initiatives within other UK organisations.

<p align="center"><b>Example Timetable: Valuing Difference At Work</b></p>		
<b>Time:</b>	<b>Activity:</b>	<b>Notes:</b>
<b>10.45</b>	<p><b>Diversity: Rule or Rumour Quiz</b></p> <p>This section is designed to raise awareness of UK discrimination legislation and to help delegates realise some of their own personal development needs within this area.</p> <p>The activity includes many examples of real cases of intentional and unintentional discrimination within UK organisations and their outcomes.</p> <p>Session also includes a series of business briefings which give delegates simple and memorable summaries of each piece of legislation which can be used upon their return to the workplace.</p>	<p>An interactive electronic learning tool developed by <i>McKenzies</i>.</p> <p>Delegates are divided into teams and play an electronic interactive quiz for points and prizes.</p> <p>The activity provides an introduction to the six main areas of UK discrimination law and explains:</p> <ul style="list-style-type: none"> <li>▶▶ How and why this applies to everyone</li> <li>▶▶ The importance of legislation as an employer, employee and service provider.</li> </ul>
<b>11:15</b>	<b>Break</b>	
<b>11:30</b>	<b>Rule or Rumour Continued</b>	
<b>12:10</b>	<b>Summary UK Equality Legislation</b>	



<b>Example Timetable: Valuing Difference At Work</b>		
<b>Time:</b>	<b>Activity:</b>	<b>Notes:</b>
<b>13:15</b>	<b>Respecting Difference Part One: Prejudice and Stereotyping</b>	<p>Delegates are introduced to these key areas via five key activities:</p> <ul style="list-style-type: none"> <li>▶ Defining what these terms mean</li> <li>▶ An illustration of the fact that we all can have prejudices and use stereotypes</li> <li>▶ Some short fun exercises to prove the above</li> <li>▶ An analysis of the roots of prejudice</li> <li>▶ An exploration of the dangers of relying on prejudices and stereotypes - both personally and organisationally</li> </ul>
<b>13:45</b>	<b>Respecting Difference Part Two: Inclusion and Exclusion</b>	Delegates explore the difference between inclusive and exclusive environments and the consequences of exclusion to organisations teams and individuals.
<b>14:00</b>	<p><b>Exercise:</b></p> <p><b>The consequences of exclusion:</b></p> <p>Delegates explore how behaviour can result in claims of discrimination, legal proceedings and other workplace problems.</p>	Delegates examine four real life equality and diversity cases. They analyse the facts of each case via audio visual presentations, listen to oral evidence and divide into syndicate groups to reach verdicts and award notional compensation.

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<b>Time:</b>	<b>Activity:</b>	<b>Notes:</b>
<b>14:45</b>	<b>Case Study Verdicts</b>	Delegates verdicts are compared to the actual outcomes and discussed.
<b>15:00</b>	<b>Break</b>	
<b>15:15</b>	<p><b>The role of Language within Equality and Diversity</b></p> <p><b>The difference between Inclusive Language and Political Correctness</b></p>	<p>Delegates analyse how and why words change and explore the importance of language as part of embracing equality and diversity.</p> <p>Delegates are shown examples of appropriate and inappropriate terms and consider a list of words that have:</p> <ul style="list-style-type: none"> <li>▶▶ <b>Changed:</b> Terms that are no longer acceptable</li> <li>▶▶ <b>Changing:</b> Terms that may be considered old fashioned or may be exclusive to others</li> <li>▶▶ <b>Unchanged:</b> These are examples of words and terms that are still acceptable but may be the subject of some confusion.</li> </ul>

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Time:	Activity:	Notes:
15:45	<p><b>Challenging Inappropriate Behaviours in others.</b></p> <p>Session explores agreed organisational behavioural leadership competencies (within the areas of equality and diversity) and explores how to challenge or report behaviours that do not meet our agreed standards.</p>	<p>Session covers tools and techniques to challenge inappropriate or exclusive behaviour in others. Session examines:</p> <ul style="list-style-type: none"> <li>▶ Giving non confrontational feedback using our <i>Non Negotiable Language</i> model</li> <li>▶ Examples of behaviour that promote and inhibit inclusivity</li> <li>▶ Strong management versus bullying behaviour</li> <li>▶ Informal and formal pursuance</li> </ul>
16:15	<p><b>Closing Exercise:</b></p> <p><b>Prioritising and Action Planning</b></p>	<p>Delegates to consider:</p> <p>What are the next steps from this event for:</p> <p><i>Myself</i> (What am I going to do)</p> <p><i>My Team</i> (What do we need to start and stop doing)</p> <p><i>My Boss</i> (Ideas that may need to be escalated within the organisation)</p>
16:45	<p><b>Close</b></p>	