Supervisor Diversity, Equity, & Inclusion Training & Resource List

Introduction

Welcome to the Diversity, Equity, & Inclusion Training Resource List for supervisors in Maine State Government. A specific focus has been placed on DEI as it relates to race, disability, gender and sexuality, age, and mental health. The goal of this document is to provide learning opportunities for you as supervisors as you strive to foster inclusive work environments for your employees. We recognize that supervisors have many responsibilities, and as such this document is broken up into four manageable sections with supervisors in mind. Each section accounts for the time needed to complete readings, courses, assessments, and more. Navigate through this document in whatever way feels convenient to you. To suggest resources or make recommendations, please contact talentmanagement@maine.gov.

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WATER BREAK

Articles to Read in 15 Minutes or Less

5 Benefits of Hiring Neurodiverse Staff   4 minute read
This short article is written by Ashlea McKay, an autistic writer and user experience expert. Browse additional sources at the end of the article.

5 Ways Managers Can Talk About Mental Health at Work Without Overstepping   4 minute read
Companies have made major investments in supporting employee mental health during the pandemic, but stress and anxiety remain high. One key to addressing work burnout could be teaching managers how to talk to their employees about mental health.

9 Ways to Craft an Inclusive Employee Onboarding Experience   5 minute read
This article highlights questions to ask new employees to help create an inclusive onboarding experience and thriving workplace culture. The first few days of employment are a great time to learn about your employee's pronouns, holiday celebrations, dietary restrictions, and more.

How to Avoid Doing Harm When You Discuss Race at Work   7 minute read
Race dialogues at work have the potential to leave minority employees feeling distressed, exhausted, or dismissed. This article provides tips to address these issues.

How to Be Inclusive of Autism In Recruitment Practices   6 minute read
This article is written by an autistic woman, who is a UX professional and news writer. Herein she provides practical inclusion tips across all stages of the recruitment process. Follow these points and gain access to a skilled, talented, and under-utilized workforce.

How Workplaces Can Support Employees After Racist Violence   6 minute read

What can managers do to support traumatized employees, especially employees of color, in the wake of hate crimes and racist violence? Angelica Leigh, an assistant professor at Duke's Fuqua School of Business who studies diversity and emotions in the workplace, recently co-authored a paper examining the effect of "mega-threats," or widely publicized instances of marginalized groups suffering violence or harassment, on workers of color.

I Was a Manager in an Ageist Workplace   7 minute read

In this article, one manager shares her experience of working in an ageist culture and learning to overcome bias against age. The article includes additional information on ageism and practical steps for how to address it as a supervisor.

A Manager's Guide to Pronouns and Important Gender Terms   5 minute read

Transgender and non-binary people often face discrimination at work. Fortunately, managers have the power to reduce the likelihood of discrimination happening by creating safer, more gender inclusive environments.

A New LGBTQ Workforce Has Arrived—Inclusive Cultures Must Follow   15 minute read

Today's LGBTQ workforce has undergone a fundamental, generational shift, both in how it defines itself and what it expects of workplace inclusion. The LGBTQ workforce is far more racially diverse and more likely to include women, transgender employees, and people with more varied sexual orientations than in the past, particularly among younger generations. Of LGBTQ employees under age 35, 28% are people of color who identify as women, versus just 2% of those aged 55 or older. Consequently, the diversity, equity, and inclusion programs in place at many companies, while beneficial, are no longer sufficient.

Supporting Black Employees with Mentorship   8 minute read

Numerous studies show BIPOC employees—employees who aren't white—have far fewer opportunities for career advancement. They have fewer mentors and career sponsors to help them grow. This article will unpack 4 types of mentorship for employees from underrepresented backgrounds.

What it Really Looks Like to Lead an Anti-Racist Organization   7 minute read

Research has shown that the way a company responds to diversity-related events that receive widespread media coverage can either help employees feel psychologically safe or contribute to feelings of racial discrimination and mistrust of authority within the organization. CNBC Make It spoke with experts and leaders about what it means to be an anti-racist employer and what it looks like in practice.

LUNCH AND LEARN

Webinars to Complete in About an Hour

DEI Webinar Series
OpenSesame is an online learning company that has created a free DEI webinar series with over 15 videos on topics pertinent to work environments. We suggest starting with *Cultivating Racial Equity in the Workplace (CREW)*.

Forum on Advancing Inclusive Leadership
This series of high-level conversations brings together leaders from across industries, and many of the most important voices leading the way in creating change to reflect on what inclusive leadership means in addressing systemic bias and inequities in a new era. These discussions offer valuable thought leadership for anyone in a leadership position interested in putting purpose and values as a cornerstone of their mission and making inclusion a core part of their strategic priorities.

Greater Portland Council of Government Webinar Series
GPCOG will be hosting a series of webinars for municipal leaders on racial equity with content provided by national-level presenters and local experts. Topics will include policy areas in which cities and towns play a significant leadership role, including land use, housing, transportation, education, social services, and policing.

Inclusive Leadership in Action
Taking actions to be more inclusive can benefit you as a leader, as well as being good for your team and your organization. But it can be hard to know where to start, or how to move forward. In this series of powerful conversations, you'll hear from corporate leaders, subject matter experts, and diversity, equity, and inclusion leaders about the challenging situations they have faced, how they navigated them, and the lessons they learned along the way.

[UMA's Maine State Forum Series](#)

This series invites prominent Maine policymakers to speak at the University of Maine at Augusta on topics of interest to the Maine community. Webinars in the series include topics such as restorative justice, training law enforcement officers, and resilience.

SCHEDULE AHEAD

Courses and Books to Explore at Your Own Pace

Courses

Diversity, Equity and Inclusion in the Workplace Certificate

Three power players in the Tampa Bay business community joined together to educate business and community leaders on the essential practices and tools designed to increase employee diversity and to create a business model that embraces equity and inclusion. The program consists of seven two-hour modules, all pre-recorded from the spring session. Modules may be viewed at any time before December 31, 2022; those opting to pursue the certificate ($99 fee) must pass all seven quizzes by this date as well.

Inclusive Leadership: The Power of Workplace Diversity

Do you want to promote diversity and inclusion? This Coursera course will empower and equip you to develop inclusive cultures where everyone feels valued and respected. You will learn how highly inclusive leaders from around the world use processes of social influence to interact effectively with individuals from a wide variety of backgrounds. You will deepen your understanding of the benefits of diversity. And, you will explore a wealth of perspectives and practices to help you to reap those benefits. This course is for current or aspiring leaders in ANY type of workplace, in ANY leadership role - a CEO of a corporation, a head of a department, a manager of a workgroup, a team leader, a chair of a committee, you name it! The course is free to enroll, but a fee is required for certificates of completion.

Optimizing Diversity on Teams

By drawing on social science perspectives, this Coursera course enables you to learn what diversity is, and how to use it to maximize team performance, innovation and creativity. You also learn how to draw out the collective wisdom of diverse teams, handle conflict and establish common ground rules through real-world cases and peer-to-peer discussions. In addition, you discover how to overcome common

biases faced in diverse teams. Systems of power, reward and rhetoric are discussed to help you create prosperous teams where differences flourish. The course is free to enroll, but a fee is required for certificates of completion.

Organizational Leadership in Diversity, Equity & Inclusion Specialization
This Coursera course introduces concepts and strategies that foster greater DE&I effectiveness across organizational planning, programming, training and assessment. The goal of this course is to offer emerging DE&I Practitioners tools, best practices, and strategies to best position and launch successful DE&I efforts regardless of where their organizations are on the DE&I continuum. Through the lens of an equal opportunity professional and the use of current events, learners can expect to explore the essential components of DE&I excellence and how to manage the shifting attitude towards social justice and the multiple dimensions of difference within their workforce. The course is free to enroll, but a fee is required for certificates of completion.

Strategic Diversity Leadership and Addressing Racial Challenges in our Cities
Explore the topic of racial injustice with the five dimensions of diversity leadership with Imam Dr. Khalil Abdur-Rashid. This course consists of a free webinar and several additional sources provided through the Harvard Kennedy School.

Books

Most of the books below are available to check out from libraries in Maine. If the book is not available at your local library, you can request the title for free using interlibrary loan. Ask your librarian for help.

The Leader's Guide to Unconscious Bias
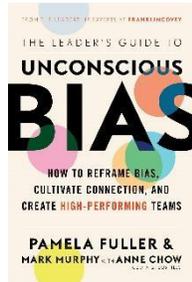
Ideal for every manager who wants to understand and move past their own preconceived ideas, *The Leader's Guide to Unconscious Bias* explains that bias is the result of mental shortcuts, our likes and dislikes, and is a natural part of the human condition. And what we assume about each other and how we interact with one another has vast effects on our organizational success—especially in the workplace. Teaching you how to overcome unconscious bias, this book provides more than thirty unique tools, such as a prep worksheet and a list of ways to reframe your unconscious thoughts.

Healing Resistance: A Radically Different Response to Harm
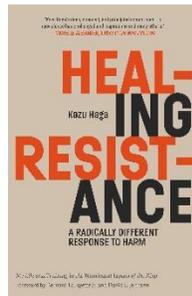
This book offers a practical approach to conflict. It has been developed into a fully workable, step-by-step training and deeply transformative philosophy (as utilized by the Women's March and Black Lives Matter movements). Kingian Nonviolence takes on the timely issues of endless protest and activist burnout and presents tried-and-tested strategies for staying resilient, creating equity, and restoring peace. Although the topic of non-violence may not immediately seem relevant to the workplace, the book features recommendations and examples that can be highly useful to supervisors.

Inclusion on Purpose: An Intersectional Approach to Creating a Culture of Belonging at Work
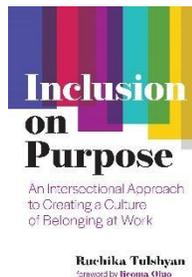
Few would disagree that inclusion is both the right thing to do and good for business. Then why are we so terrible at it? If we believe in the morality and the profitability of including people of diverse and underestimated backgrounds in the workplace, why don't we do it? Because, explains Ruchika Tulshyan in this eye-opening book, we don't realize that inclusion takes awareness, intention, and regular practice. Inclusion doesn't just happen; we have to work at it. Tulshyan presents inclusion best practices, showing how leaders and organizations can meaningfully promote inclusion and diversity.

Holding Change: The Way of Emergent Strategy Facilitation and Meditation
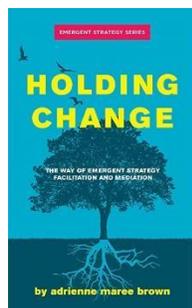
Facilitation and mediation are important skills in our highly organized world. Holding Change is a guide for attending to both in ways that align with nature, with pleasure, with our best imaginings of our future. It provides lessons for generating the ease necessary to move through life's inevitable struggles and for practicing the art of holding others without losing ourselves. Black feminists have evolved this wisdom, but it can serve anyone working to create change, individually, interpersonally, and within our organizations.

BOOKMARK

Trainers, Toolkits, and Resources to Revisit As Needed

Trainers

Community Change Inc. promotes racial justice and equity by challenging systemic racism and acting as a catalyst for anti-racist learning and action. Their Executive Director is Shay Stewart-Bouley, author of the blog *Black Girl in Maine*.

EqualityMaine provides a wide range of cultural competency trainings and professional development opportunities that address broad issues concerning LGBTQ+ people as well as specific areas of focus.

Ready, Set, THrive!, developed by Keita Whitten, is a specific healing pathway based on the foundations of Somatic Abolitionism taught by Resmaa Menakem and Somatic Experiencing, founded by Peter Lavine, to address historical and ancestral legacies of racial, and religious, and class oppression, trauma, and adversities.

Arabella Pérez provides technical assistance and consultation to states and communities on the development of trauma-informed systems and provides system of care consultation through federal site monitoring and coaching for SAMHSA. She is a certified cultural competency trainer and presents and provides consultation extensively, both locally and nationally.

Wabanaki REACH provides provides workshop and training opportunities for us to reflect on our colonizing history as well as the current day impacts and our future with Native people. Designed for non-Native people, this workshop includes a brief history of U.S. government relationship with Native people, awareness of white privilege and an introduction to decolonization.

Cross Cultural Community Services is a non-profit organization run and owned by three women of color who have worked together for over 15 years conducting trainings to community members and

organizations on cultural differences, US customs and norms and policies. Abeir, Deqa and Regina have vast knowledge and expertise about the refugee, immigrant and POC experience.

Deb Breiting is co-founder of Maine Intercultural Communication Consultants and hails from Vancouver, Canada. Born in Montreal to immigrant parents from Germany and Japan, Deb grew up in a multilingual and multicultural home. She has a degree in Linguistics and German from the University of British Columbia (UBC) and is a graduate of the UBC Certificate Program in Intercultural Studies.

Nicola Chin leads Up With Community, a practice which helps individuals and teams grow through transformational experiences of their own power and love; increasing their impact and orienting them towards creativity, equity and freedom. We design tailored learning experiences through coaching, workshops and hands-on growth projects.

MaineTrans.Net offers a variety of trainings and workshops geared towards community organizations, health care or mental health care professionals, social service providers, clergy, educators, and professional environments.

Dr. Damon A. Williams is a visionary and inspirational leader, and also one of the nation's recognized experts in strategic diversity leadership, youth development, corporate responsibility, educational achievement, social impact, and organizational change. He is a global thought leader having worked with more than 1,000 colleges and universities, Fortune 100 companies, foundations, and government agencies, as keynote speaker, strategist, educator, and social impact leader.

The People's Institute for Survival and Beyond is a national, multiracial, anti-racist collective of organizers and educators, is dedicated to building a movement for social transformation. Undoing Racism®/Community Organizing is their signature workshop. Participants will experience a humanistic process for laying a foundation to explore how we have been racialized, socialized, and conditioned to think about race and racism.

Toolkits

Advancing Racial Equity and Transforming Government: A Resource Guide to Put Ideas into Action
This toolkit is based on the lessons learned from practitioners, as well as academic experts and national technical assistance providers. You may be participating in a structured workshop and using it as a part of the workshop; or you may be using it as a reference. It is a resource that will hopefully be informative, but more importantly, one that we hope will assist government leaders in operationalizing racial equity.

America Needs All of Us: A Toolkit for Talking About Bias, Race, and Change
This toolkit was developed by researchers, communication experts, and social scientists specifically to address conversations around immigration and refuges. It includes simple advice for crafting messages, sample language, talking points for tough questions, and tips for overcoming obstacles.

Equity, Diversity, and Inclusion

Through policy, legislative priorities, and executive action, the State of Colorado and all agencies across the state will create a Colorado For All. This page provides tools and resources to help all people throughout all levels of state government bring an equity mindset to their systems, policies, and everyday work as public servants. Make sure to check out the section on Resources for Leaders.

Equity and Inclusion During COVID-19 Recovery
This third edition of The TIME'S UP Guide to Equity and Inclusion helps leaders incorporate diversity, equity, and inclusion in their return-to-work plans as the United States navigates an evolving COVID-19 recovery. The toolkit includes practical examples and guidance for leaders in the workplace.

Facilitating Difficult Race Discussions: Five Ineffective Strategies and Five Successful Strategies
This document identifies both effective strategies for discussing race as well as methods to avoid. Several scenarios and specific recommendations are offered for those providing instruction or training in the classroom or workplace.

Gaining Momentum: A FrameWorks Communications Toolkit
The way Americans currently think about aging creates obstacles to productive practices and policies. How can the field of aging help build a better understanding of aging, ageism, and what it will take to create a more age-integrated society? To answer this question, a group of leading national aging organizations and funders commissioned the FrameWorks Institute to conduct a Strategic Frame Analysis®, an empirical investigation into the communications aspects of aging issues. In this toolkit, you'll find this original research as well as a variety of materials to help you apply it.

Hiring Managers' Toolkit for Neurodiversity
This toolkit is intended to provide the starting point for greater awareness and action around neuro-inclusive hiring practices by ensuring the hiring process is not a barrier to success.

Narrative Design Toolkit
This guide will help you get started in thinking about narrative, articulating your narrative strategy, and designing and implementing your narrative projects. By narrative project, we mean any activity that advances narrative goals, including messaging campaigns, social media campaigns, videos, art installations, street theater, deep canvassing, direct actions, mass mobilizations, and more. The toolkit includes worksheets, a step-by-step guide, and examples. Although the examples are from the immigration movement, these tools can be applied to many more topics or issues.

The New Map of Life: 100 Years to Thrive
In 2018, the Stanford Center on Longevity launched an initiative called *The New Map of Life*, believing that one of the most profound transformations of the human experience calls for equally momentous and creative changes in the ways we lead these longer lives. We make a clear distinction between aging, the biological process, and longevity, the measure of long life. The Center's goal is not to advocate for longer life—a phenomenon that is well underway—rather, it is to identify ways to enhance the quality of those century-long lives, so that people experience a sense of belonging, purpose, and worth at all ages and stages.

[Supporting a Neurodiverse Workforce](#)

This is an abridged summary of a comprehensive mental health and well-being resource and training package designed to support the mental health and well-being of employees on the autism spectrum.

[Targeted Universalism](#)

There is a hunger for fresh approaches and urgent demand for novel policy methods that can break through our political gridlock, address the problems of our time and create new avenues for thriving individuals and communities. Targeted universalism is an approach that supports the needs of the particular while reminding us that we are all part of the same social fabric. The toolkit provides examples from other organizations and strategies for implementation.

[Transgender Inclusion in the Workplace: A Toolkit for Employers](#)

The Human Rights Campaign Foundation created this toolkit to provide an overview of legal and other issues, such as access to inclusive healthcare and barriers to employment, surrounding transgender inclusion, while outlining current best practices from leading U.S. companies today.

Resources

NeurodiversityHub Resources for Employers

This resource includes dozens of handouts, videos, presentations, and more for employers seeking to address neurodiversity in the workplace.

The Othering & Belonging Institute

The Othering & Belonging Institute at the University of California, Berkeley advances groundbreaking research, policy, and ideas that examine and remediate the processes of exclusion, marginalization, and structural inequality—what we call othering—in order to build a world based on inclusion, fairness, justice, and care for the earth—what we call belonging. Resources include videos, podcasts, a blog, e-newsletter, and more.

PolicyLink

PolicyLink is a national research and action institute advancing racial and economic equity by Lifting Up What Works®. Their resources include publications, webinars, news, and tools to assist you with advocating for public investments to create economic opportunity and healthy communities; integrating data into policy initiatives; and advancing policies and strategies to build an economy in which everyone can participate and prosper.

Race Forward

Race Forward is home to the Government Alliance on Race and Equity (GARE), a national network of local government working to achieve racial equity and advance opportunities for all. Race Forward publishes the daily news site Colorlines and presents Facing Race, the country's largest multiracial conference on racial justice. The site includes annual reports, research, tools, and more.

Racial Equity Tools

Racial Equity Tools offers a search resource containing tools, research, tips, curricula, and ideas for people who want to increase their own understanding and to help those working for racial justice at every level.