

Natural Resources Conservation Service

**Leadership Development Framework (LDF)
Tactical Leadership Cluster**

**Leveraging Diversity
Recommended Curriculum**

Target Proficiency Level: 3.5

Course: EEO for Supervisors and Managers

Description: Course Topics: Fundamental overview of EEO in the federal government; protected classes; the EEO complaint process; types of harassment; the ADAAA.

Modality: Web-Based

Length: 1 hour

Vendor: Departmental Management (DM) (DA)

Cost: N/A

Course: Unconscious Bias and Conscious Inclusion

Description: The second workshop, “Unconscious Bias and Conscious Inclusion,” is presented by Carlton Hadden of the Equal Employment Opportunity Commission. This session will look into unconscious bias and how it may find expression in unlawful employment discrimination. During the session, there will also be discussion of how to ensure the workplace is intentionally inclusive.

Modality: Classroom, Instructor-Led

Length: 2 hours

Vendor: Civil Rights

Cost: N/A

Course: Your Role in Workplace Diversity

Description: To understand and appreciate diversity in the workplace, you must develop an understanding of yourself and the ways in which you and others view the world. Your ability to use a variety of strategies to effectively deal with diverse situations is very important. Equally important is the ability to share these effective strategies openly and leverage the diversity that exists within the organization. In this course, you'll explore strategies to help you become aware of your attitudes toward diversity, increase your acceptance of diverse cultures, people, and ideas, and become an advocate for diversity within the workplace.

Modality: Web-Based

Length: 30 minutes

Vendor: SkillSoft

Cost: N/A

Stretch Assignment or Project: Participation in Diversity Outreach

Objectives:

- Promote diversity by assisting, sponsoring, or joining an employee group or other professional diversity-related association or participates in outreach/recruitment efforts
- Describe the benefits of programs that support diversity, such as employee groups, educational entities, or professional associations

Assignment or Project Considerations:

- Include opportunity to assist or join an employee group or professional diversity-related association
- Encourage sharing of knowledge acquired and any lessons learned
- Take opportunities to promote the group/association and encourage employees/team members to join, when appropriate
- Be flexible regarding individual roles, responsibilities, workload, etc.

Modality: On-the-job

Length: Ongoing; 1 hour per month

Vendor: N/A

Cost: N/A