Toolkit

Gender Diversity

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Guidelines

Welcome to your Gender Diversity Toolkit.

What is a Toolkit?
A set of practical activities and conversation starters to facilitate with your team to keep important topics on the agenda.

How many colleagues could you train at one time?
Ideally groups of 2 - 15 learners, although many activities can be adapted for one-to-ones too.

When can you run the session?
As part of formal training session, during a team meeting, induction, or one-to-one development.

Where can you hold the training?
Online using a platform that has breakout room capability, in a training room, in the office, or on-the-job.

Who could attend these sessions?
Content is suitable for use with colleagues from any function or level, including new starters.

How long do I need?
Activities are typically 20-60 minutes duration.

Can I customise the content?
You can easily relate the learning to your own organisation's policies, processes, and guidance, as appropriate. An action planning sheet has been included to help learners record at least three role-specific actions at the end of every session.

Preparation

Before running a session...

Prepare:

- Familiarise with the session's objectives, topics, and materials. Ensure you understand the learning outcomes and feel comfortable to guide the discussion.
- Collect any necessary materials, such as slides, handouts, or video content or tech.
- Consider potential questions that might arise during the session and digest the supporting information included in the toolkit.

Communicate:

- Reach out ahead of the session to let your team know what topics you intend to discuss, giving them an opportunity to ask questions or share any concerns.
- Optionally you can share the activity links with people beforehand so they can familiarise with the topic ahead of time.

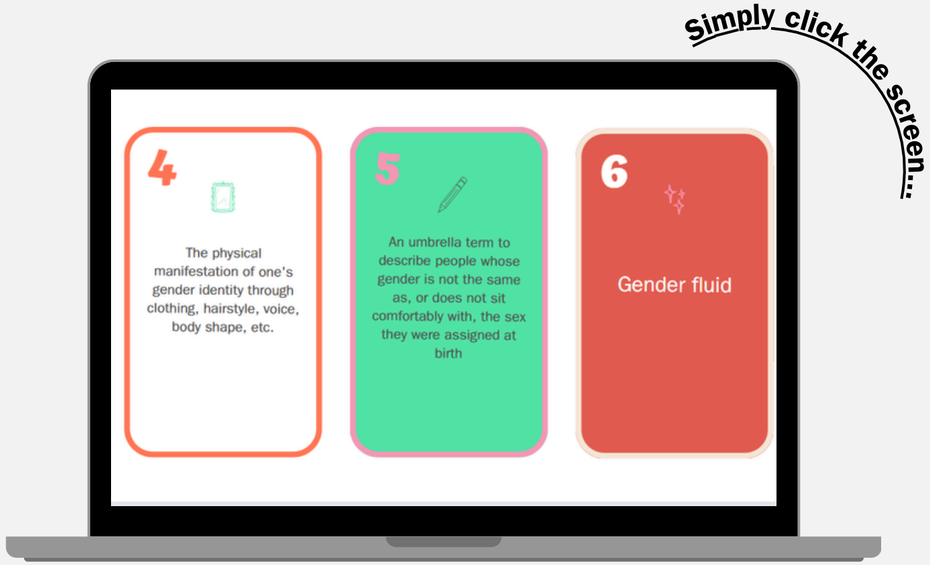
Position:

- Ensure all participants know the role they play in creating a ‘safe space’ (respectful, non-judgmental and confidential) for everyone to share thoughts and feelings and to learn together.
- Create an opportunity for individuals to reach out following the session to ask questions or share thoughts privately if preferred.

ACTIVITY #2
MATCH THE PAIR

SHARE

Follow the instructions on the next page →



Instructions

20-30 min activity

Let's get started...

Explain to participants that it in the interests of inclusivity, is helpful for all of us to understand the range of terms that are used in relation to gender identity.

Talk through these step-by-step instructions before circulating the link to the activity on the following page:

1

Distribute the term matching activity link and assign individuals or small groups with one of the 6 term / definition sheets (each with 3 cards).

(The QR code and link can be found on page 4.)

2

Explain they must find the term-definition matches by discussing and comparing their cards with others.

When the find a match, they should write down the matched pairs and continue searching for other matches.

3

When all 18 cards have been correctly matched into pairs, review the matched pairs together as a group to ensure accuracy and discuss any terms or definitions that were challenging.

4

Once the group have completed the activity, lead a discussion on the importance of these terms, how they affect the workplace, and how they can help us to use more inclusive language.

Provide participants with the 'Gender Inclusive Language Glossary' Handout after the activity for answers, further discussion, and reflection.

ACTIVITY #2 TRANSITIONING IN THE WORKPLACE

SHARE

Follow the instructions on the next page →

Key Learning Points

- Emphasise that understanding gender identity and transition is crucial for creating an inclusive and respectful workplace. Highlight how the activity and discussion have increased awareness of the experiences related to gender identity.
- Highlight the role of empathy and respect in supporting individuals undergoing a gender transition. Encourage participants to actively listen and validate the experiences of their colleagues.
- Stress the importance of creating a supportive workplace culture where everyone feels safe and valued. Discuss how creating policies and practices that support gender transition can enhance overall workplace inclusivity.
- Emphasise the critical role that allies play in supporting their transgender and non-binary colleagues. Encourage participants to take proactive steps in their allyship, such as continuing their education and advocating for inclusive policies.
- Once you have finished the activity, ask each participant to complete the ‘Action Planning’ sheet - pledging at least one thing they will stop doing, one thing they will start doing, and one thing they will do differently to help in creating an inclusive workplace.

Instructions

20-30 min activity

Let’s get started...

In order to create a more inclusive and supportive environment, it's essential to deepen our understanding of the range of experiences related to gender identity and transition. This activity will help enhance our awareness of people’s lived experiences.

Talk through these step-by-step instructions before circulating the link to the activity on the following page:

1

To support the learning and increase understanding of Gender Transition in the workplace, show the video: Watch the Video (approx. 10 minutes).

2

Allow up to 10 minutes for small group discussions after the video.

Encourage reflection on initial thoughts and feelings after watching the video.

3

Bring the group back together and take feedback:

- What were your initial thoughts and feelings after watching the video?
- Did anything in the video surprise you or challenge your existing perceptions?

4

Summarise key points from the video and discussion, highlighting the importance of empathy, respect, and continuous learning in creating an inclusive workplace.

Tip: There may be questions asked that you don’t know the answers to. The Stonewall website is a good resource for additional information

Your Action Plan

One thing I will stop doing...

One thing I will start doing...

One thing I will do differently...

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