HLC Accreditation 2020-2021

Evidence Document

Finance and Administration

Office of Human Resources

Staff Training Courses and Certificate **Programs in Development**

Additional information:

Document A

Diversity in Action Professional Development Program

Diversity in Action is a training program designed to develop and recognize commitment to the University's diversity initiative. Wichita State University strives to create an environment that respects and nurtures all members of the campus community. Our University is committed to creating a welcoming environment.

This program consists of a combination of training, attending events, and providing a reflection on our diversity values. Diversity in Action derives from a partnership between Human Resources, the Office of Diversity and Inclusion and the Office of Institutional Equity and Compliance. It creates an opportunity for students, faculty and staff to learn more about the ways in which they can assist in ensuring that the University is welcoming and inclusive to all communities.

Program Overview

Diversity in Action is developed to assist faculty and staff in the following areas:

- *Building their inclusiveness competency for performance*
- *Identifying potential partnerships across the institution*
- *Understanding the Strategic Plan value of diversity of culture, thought and experience*
- *Connecting to our University Service Standards of being Shocker PROUD*

Requirements

Diversity in Action is a training program comprised of core courses, electives and a capstone reflection essay.* The program must be completed within three years of taking the first course, **Introduction to Diversity in Action**.

** Any time away from work for core courses, electives and sessions must be preapproved and discussed with the employee's direct manager.*

Core Courses

There are required core courses that cover a broad array of diversity topics. These courses range between 1.5 to 2.5 hours in length.

Introduction to Diversity in Action

The purpose of this training is to give a basic understanding of diversity and information about the Diversity in Action training program.

Ability Ally

Ability Allies are a network of faculty, staff and students who take a visible role in promotion disability awareness, supporting persons with disabilities and maintaining resources for working and interacting with people with disabilities. This training is designed to shape your perspective on ability versus disability and providing an open forum for questions and concerns for those interacting with individuals with disabilities.

Diversity and Inclusion in the Workplace

This is an interactive training that focuses on the different facets of diversity and the benefits of diversity and inclusion in the workplace; social identities; recognizing and understanding microaggressions; understanding how to get past stereotypes and prejudices; addressing issues; and how to report issues.

Gender Diversity

The Gender Diversity training covers how to understand and recognize gender terminology; learn answers to questions regarding gender identity; understand the possible challenges and issues for gender diverse people; recognize gender based privileges; and begin learning how to be an ally. The goal of Gender Diversity training is to educate as well as create and sustain a welcoming and inclusive environment for gender diverse persons.

Welcoming to Campus Those Who Served

This training will provide participants with a better awareness of who veterans are and how their experiences may affect their life after the military. The training covers who is a veteran; veteran as an identity; veterans on campus (myths and facts); generalizations about vets; veterans as coworkers; veterans as students; support or accommodations for vets; and resources on campus. The learning objectives for the training are to describe the unique experiences of members of the United States armed forces that may lead to differences between veterans and civilians; discuss potential differences and how these affect work and classroom interactions; and review individual current practices and identify how they may be improved to better accommodate veterans.

Equal Opportunity: Understanding Discrimination and Harassment in the Workplace

This training will focus on the rights of Wichita State University employees under Title VII and WSU policy. Participants will learn what constitutes protected class discrimination, harassment and retaliation as well as how to report concerns they have with their work environment and the university's investigation process.

Safe Zone LGBTQ

This training is a dynamic, interactive session that include activities and discussion around LGBTQ common language; inclusive language; the process of coming out; the power of allyship; understanding sexual identity; how to respond to homophobic incidents; and resources. The goal of Safe Zone training is to educate as well as create and sustain a welcoming and inclusive environment for the LGBTQ and Allies community.

Engaging a Multigenerational Workforce

Today's workforce encompasses four generations of people that include Traditionalist, Baby Boomers, Generation X, and Millennials. The fifth generation is on the horizon titled Generation Z. This is an interactive training that will highlight the different generations and their workstyles, while providing a space for participants to learn more about their own work culture. Participants will learn the differences and similarities between the generations while dispelling stereotypes and celebrating the importance of having a multigenerational workforce.

Electives

Four electives are included in the program. These elective options can include training courses, seminars, workshops, campus events and community events. Elective activities offered vary each term and may cover a range of thematic diversity areas. Participants must submit their capstone and the four electives which will be a name, description and dates of when the events occurred.

Sample elective activities may include, but are not limited to:

- Counseling and Testing Center workshops
- Seminars or events, hosted by the Office of Diversity and Inclusion
- Events hosted by the community that are approved by the program
- Recognized Student Organization (RSO) events and programs

Capstone Reflection Essay

The final step in Diversity in Action is having participants share their experiences by submitting a reflection after all core courses and electives are completed. This capstone is intended to reinforce the knowledge and skills they have learned throughout the program. Upon completion, participants will receive a written confirmation of program completion.

The requirements are below:

1. The reflection essay must be typed between 500-1,000 words.
2. The reflection must answer the following questions:
    - Do you have a difference in understanding of diversity or certain populations from before and after completing the program? In what way(s)?

- How do you see your own cultural identity, filters and behaviors impacting your work (or learning) environment?
- Going forward, what strategies or behaviors bridge differences among those who differ from you? How do you work more effectively with them?
- Do you have any ideas for enhancing the Diversity in Action program or diversity of Wichita State University?

Learning Outcomes

Upon completion of Diversity in Action, participants will be able to:

- *Be familiar with diversity-related resources on campus*
- *Recognize cultural identity, filters and behaviors and how they impact their work and/or learning environments*
- *Identify strategies or behaviors to bridge differences and work more effectively with diverse populations*

Leader Orientation

- New leaders will attend all 8 modules totaling 28 hours of instruction over a course of 3 months (1 full day & 5 half day sessions).

- Leader Orientation training courses will also have additional sessions scheduled with registration open to all employees.

- New academic leaders will be invited to attend New Leader Orientation. New executive team members will be invited to modules 1 and 2 with the option to attend additional modules.

// Visit //
wichita.edu/nlo

// Questions?//
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Leader Orientation

2021

Wichita State University

Leader Orientation

Program Overview

Module 1

- Your role as a leader at WSU
- Partnering with your HR Business Partner
- HR Administrative Processes
  - Leave Administration
  - Workers Compensation
  - Accomodation
  - Wage & Hour guidelines
  - market based compensation
- Speakers: University Update & Financial Overview

Module 2

- Discrimination & Harassment
  - Gain an understaning of harassment and discrimination and a working knowledge of the policy and process
  - Learn the Leader's responsibilities in the reporting process
  - Review how the OIEC process reports of discrimination and harassment
- Employment Relationship
  - Review the Leader's responsibilities for managing performance, setting expectations, identifying when an employee has not met expectations, and how to effectively address those concerns
- Speaker: Institutional Equity & Compliance

Module 3

- overview of hiring processes
- Leadership: Adapting Your Style and Motivating Employees
  - Identify how to foster group commitment and influence others
  - Learn factors that affect motivation and individual motivation approaches
- Speaker: WSU Student Affairs

Module 4

- Effective Communication
  - Learn to practice open and frequent communication
  - Identify how to build trust and morale within your team
  - Learn to listen to varying points of view
  - Review how to establish clear priorities and provide feedback
- Increasing Your Emotional Intelligence
  - gain an understanding of emotional intelligence and how to use it to build good relationships
  - Identify consequences of unmanaged emotions to your personal effectiveness
- Speaker: Partnering with Strategic Communications

Module 5

- Diversity and Inclusion
  - Indentify your personal comfort levels in diverse social situations
  - Learn how to recognize and get past microgressions
  - Review ways to address issues and provide feedback
- Service Standards
  - Gain an understanding of WSU Service Standards: professional, responsive, open, understanding and dependable
  - Learn how to incorporate WSU Service Standards into everyday work life
  - Identify opportunities for assessment, recognition, and development
- Speaker: Diversity, Equity and Inclusion

Module 6

- Change Management
  - Learn how to lead a team through change
  - Gain an understanding of project framing and the impact of change
  - Learn the phases of transition
  - Review tools for moving forward and systems & structures for sustainment
- Speakers: University & foundation Initiatives

Additional Resources

- Online Training Modules
  - myPerformance for Managers
  - Accessibility training for Faculty
  - Accessibilty training for Staff
  - Active Threat
- Training Classes
  - Microsoft Office Power User
  - WSU Finance 101
  - Diversity in Action Program