



WORKPLACE INCLUSION & GLOBAL COMPETENCY CERTIFICATE PROGRAM

OFFICE OF
DIVERSITY
EDUCATION PLANNING



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Phone: (404) 413-2569
Email: Diversity@gsu.edu



DIVERSITY
is the **KEY** to
POSSIBILITIES

A Diverse Campus Culture ...
It's who we are and what we value

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The Workplace Inclusion & Global Competency Certificate Program

The Office of Diversity Education Planning's Workplace & Inclusion Global Competency Certificate Program is designed to engage staff and administration in courses and projects about the various dimensions of diversity identified in the university's Diversity Strategic Plan (DSP) 2011-2016. Participants who complete the program within a two-year period will receive certificates of completion.

A Diverse Campus Culture ... It's who we are and what we value

Diversity among staff and administrators at Georgia State University is essential to the operational success of the university, as well as to the achievement of the university's academic mission. Cultivating a workforce of individuals with different backgrounds, perspectives, life experiences and ideologies enhances the university's ability to meet the needs of and provide services to an increasingly diverse student body.

In Support of Implementing Goal 3: Staff Diversity

Initiative 3

National searches should include procedures to insure the institution actively recruits a diverse pool of external candidates for leadership positions. The institution should assist employees in the recognition and development of competencies necessary to advance to higher staff and administrative positions internally and should be supportive of their efforts to prepare themselves for advancement.

Certificate Program

It has often been noted that organizations that incorporate a consistent diversity and inclusion training and development program in the workplace often experience valuable benefits.

Curriculum

Curriculum is defined as the knowledge, skills, and the processes taught and learned at the appropriate levels through courses identified within each Track. Track curriculum is specifically designed to engage participants in the experiential learning process among similarly situated employees or peers.

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Development of Global Competencies for a Diverse Workforce

The overarching goal of Georgia State University as it enters its second century is to be recognized as a dynamic academic community where teaching and research combine to produce leaders and create solutions to conquer challenges of the 21st century. Central to achieving this goal is the development and engagement of global competencies by students, faculty and staff through:

- **Knowledge:** The extent to which an individual possesses information about others from diverse backgrounds and cultures. Unlearning stereotypes and gathering factual data or information from books, popular media, casual conversation, and other sources affects our views and actions in relation to people different from ourselves.
- **Understanding:** The extent to which an individual comprehends how others feel and why they behave as they do. Awareness helps us apply our knowledge and information base to interacting with people different from ourselves. Empathy shows one's ability to make connections with others on an emotional level. People who are empathetic and aware can comprehend the emotions others are experiencing.
- **Acceptance:** The extent to which an individual respects and values the diverse characteristics and behaviors of others. With respect, we are able to fully appreciate every individual, based totally on the qualities appropriate to the task at hand.
- **Behavior:** The extent to which an individual is able to interact effectively with others different from himself or herself. Interpersonal skills allow one to manage situations and successfully interact with people who may be different from himself or herself.



Certificate Tracks, Courses and Electives

Note: All courses are 3-hour sessions unless otherwise noted. All tracks must be completed within a 2 year period from the time of enrollment to receive the Workplace Inclusion & Global Competency Certificate. Exceptions to this rule will be reviewed on a case-by-case basis. Courses will be offered each semester if a minimum number of 5 participants register.

Track I: Support Staff and Non-Exempt Employees

Courses

- Multiculturalism in the Workplace
- Conflict Resolution in the Workplace
- Compliance: Harassment and Discrimination in the Workplace
- Diversity Elective
- Self-Awareness: Managing Yourself in a Diverse Workplace
- Capstone Activity – Seminar: Roundtable Discussion and presentation of Personal Action Plan



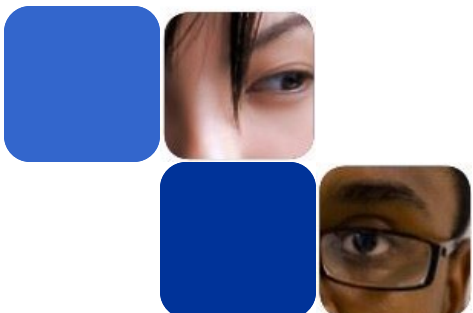
Track II: Supervisors and Exempt Employees

Courses

- Conflict Resolution in the Workplace
- Compliance: Harassment and Discrimination in the Workplace
- Diversity Elective
- Self-Introspection: Managing Yourself in a Diverse Workplace
- Managing Others in a Diverse Workplace
- Capstone Activity – Seminar: Roundtable Discussion and presentation of Personal Action Plan

Track III: Upper Level Managerial Employees

- Looking in the Mirror: Managing Yourself in a Diverse Workplace
- Managing Others in a Diverse Workplace
- Conflict Resolution in the Workplace
- Compliance: Harassment and Discrimination in the Workplace
- Minding the White Elephants and Minefields in the Workplace: What Not To Do
- Capstone Activity – Seminar: Executive Signature Experience



Diversity Elective Courses

1. Age/Generational Differences in the Workplace
2. Disability in the Workplace
3. Gender Relations in the Workplace
4. Lesbian, Gay, Bisexual, Transgender (LGBT) in the Workplace
5. Mentor/Mentee: Relationship Building for Career Advancement
6. Multiculturalism in the Workplace
7. Race Relations in the Workplace
8. Religion in the Workplace
9. Veterans and the Military in the Workplace



Supervisor's Support

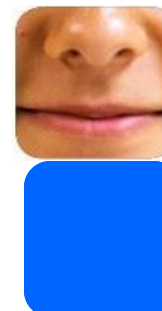
Please note that supervisory support is needed for employees to successfully participate in the Georgia State Workplace Inclusion & Global Competency Certificate Program. Therefore, employees are strongly encouraged to formulate an action plan by meeting with and discussing their desire to participate with their supervisor. This program has been designed specifically in collaboration with other departments within the university such as Human Resources Organizational Development and Consulting Services, Classification and Compensation and is supported by Opportunity Development and the University Ombudsman.

Anticipated Questions/Concerns: How much does it cost to participate in the Workplace & Inclusion Global Competency Certificate Program?

Response: As January 2014 will Pilot the program, there will be no cost associated with the first year of participation, with the exception of the Managing Yourself in a Diverse Workplace workshop which costs \$30. Beginning January 2015, all additional costs associated with instruction and course materials will be assessed and assigned.

Who pays for employee participation?

Response: As employees are strongly encouraged to seek supervisory support and approval to participate in the program, again during the second phase of the program beginning January 2015, cost should be incurred by the respective academic/administrative department as a part of employee's professional growth and development.



Certificate Program Enrollment

Name: _____

Job Title: _____

Email: _____

Phone: _____

Track: _____

College: _____

Division: _____

Department: _____

Immediate Supervisor: _____

Semester of Enrollment (circle):
Fall
Spring

Year: _____

Please return the completed form by fax to 404-413-3295 or in person to One Park Place, 3rd Floor, room 335 (HR/Payroll Suite).

