

HOW TO STAGE AND SEQUENCE DEI TACTICS FOR GREATEST IMPACT

- 1) Listen
 - a. Utilize formal method such as surveys, townhalls, and informal feedback like “word on the street”, experiential and individual perspectives
 - b. Ask about employee knowledge of how to give feedback on these topics and options for support if impacted directly
- 2) Observe and Assesses
 - a. Review internal data, existing policies, employee demographic information, marketing and promotional material, equity statements and memos etc.
 - b. Capture information about documents, policies, material etc. that need to be updated or omitted or created
 - c. Identify required changes to recruitment
- 3) Repeat what you heard and learned
 - a. Communicate with the organization about what you learned (virtual meeting, video, or interactive slide show)
 - b. This will ensure that you captured their concerns and ideas
 - c. This will demonstrate a commitment to transparency around changes required to meaningfully address equity issues
- 4) Develop a strategy with outcomes
- 5) Confirm budget and resources
- 6) Create tasks connected to outcomes
- 7) Create roles connected to tasks that need to be accomplished
- 8) Assign tasks
- 9) Regular communication and collaboration among task groups
- 10) Share close to final drafts with the organization and receive feedback
- 11) Incorporate feedback, launch policy or initiatives, and monitor success
- 12) Draft new outcomes and tasks