



10 TIPS FOR CREATING A CULTURALLY INCLUSIVE WORKPLACE

This year, we begin 2015 with some tips for employers to help build culturally inclusive workplaces. Make inclusiveness a priority this year!

- 1. Be intentional.** Embed cultural inclusivity as a core workplace value. Write it down. Talk about it. Find ways to measure it and hold employees and managers accountable for it—what's measured counts!
- 2. Don't be "colour blind."** As altruistic and politically correct as it may seem to be, refusing to recognize that everyone isn't treated equally in the real world does nothing to address those inequalities. You must be aware of discrimination to deal with it.
- 3. Recruit people where they gather.** Advertising in the same places will likely attract similar employees; if your goal is to build a workforce that is more representative of the cultural diversity in your community, advertise in ethnic media, using a variety of languages, and network in diverse community associations.
- 4. Rethink screening criteria.** Ensure that job descriptions and ads are bias free (e.g., use plain language), focus only on essential job requirements, and be flexible about connecting with non-Canadian references. Don't let "no Canadian Experience" be a deciding factor and question whether a foreign accent or less than perfect English is a valid reason to exclude otherwise qualified candidates.
- 5. Redefine "culture."** Accepting that every employee, even if locally born and educated, has a unique cultural background normalizes the notion of cultural inclusiveness. Consider cultural differences that go beyond ethnicity to include race, gender, religion, age, sexual orientation, level of ability, education, and geographic location.
- 6. Orient incumbents.** Build bridges between new hires and incumbents by providing orientation to both groups. Prepare your workplace to welcome diverse members of the team. Address the FUD factor (fears, uncertainty, and doubt) up front.
- 7. Ensure "on-boarding" is effective.** See orientation as a process rather than a single scheduled event. Avoid information overload on Day 1; assign a mentor/buddy to provide ongoing support.
- 8. Avoid "initiatives."** Time-limited, one-off diversity initiatives are not effective because they don't address the underlying problem. Appoint a diversity champion to keep an ongoing focus on inclusiveness. Contribute to a sustainable shift in corporate culture that fully embraces all people.
- 9. Deal with difficulties.** In any diverse group, there will be differences of opinions, misunderstandings, and other challenges. Proactively anticipate these – and create a clear and transparent process for how to handle them.
- 10. Share successes.** Measure and document the positive changes that result from a culturally inclusive workplace. Sharing testimonials, case examples, and success stories can support a business case for investing in diversity training and resources as well as inspire your entire workforce to get on board!



UPCOMING COURSES

Make sure you read our newly revised [course catalogue](#). It is full of important information for students on program structure and policies.

Not sure what training fits for you? Contact our [Student Advisor](#).

Starting soon . . .

- **Career Development Foundations, Emerging Theories, and Models - Jan 14th**
- **Helping Skills to Facilitate Career Development - Jan 28th**
- **Career Coaching Skills - Feb 11th**
- **CPE 510: Fundamentals of Psychometric Assessments - Feb 11th**
- **Job Developer - Feb 18th**
- **Understanding Diverse Clients - Feb 25th**

Coming in 2015 . . .

- **Ethics for Career Practitioners - Mar 11th**
- **Administering and Interpreting Career Assessments - Mar 25th**

[Click here](#) for our full 2015 course schedule,

Keep in mind that we can arrange special sections of any course for intact groups; we also facilitate workshops on a wide variety of topics. [Contact us](#) to learn more.

DID YOU KNOW?



VITALITY Virtual Conference is Still Accepting Proposals. Now in its 4th year, this virtual EQ conference is a week long event where participants receive daily email digests with webinars, downloadable resources, and discussion topics. Submission proposals deadline is Jan 16th. [Click here](#) for details.

Drs. Roberta Neault and Deirdre Pickerell will be at CANNEXUS15. If you'll be attending the CANNEXUS conference Jan 26-28, be sure to join Roberta and Deirdre at their sessions. Visit www.cannexus.ca.

CDA is Hosting a Speed Networking Event. Join the Career Development Association of Alberta's Edmonton Chapter on Thursday, Feb 12th (6- 8pm) at MacEwan University for *Who's Who in Career Development: Speed Dating Style*. Members are free; non-members \$5. [Click here](#) to learn more or to register.

NEW RESOURCES

Spouses Without Borders Webinar. [Click here](#) to watch *The Personal Aspects of Living Overseas as an Accompanying Partner* webinar.

Making Sense of Career Labour Market Information (LMI) Webinar. The BC Centre for Employment Excellence sponsors numerous free webinars. [Click here](#) to watch a recent one on LMI.

Fundamentals of Career Development Theories. For a career theories refresher, check out this self-directed narrated course with Deirdre and Roberta: [CEUOneStop](#) (4.5 clock hours)

Dave Redekopp Talks Career Development. [Click here](#) to watch Dave Redekopp discuss the career development challenge that took place during the recent Canada Career Week.



FEATURE OF THE MONTH

Life Strategies' 40-hour Job Developer course has recently been re-vamped. The course features:

- Updated resources, discussions, and activities
- New easy-to-follow format aligning to our other LearnOnline programs and courses
- One-week reading break mid-way through the course

We are proud to have the continued support of [Jayne Barron](#) and the [Job Developer's Resource Network](#).

Visit <http://lifestrategies.ca/services/courses/job-developer.cfm> for course details or register at our online store.

CONGRATULATIONS



4 students completed the **Psychometric Assessments "B" Level Qualification** training

- Kyla Boieieie
- Ana Gomez
- Leonard Mulbry
- Stephen Pugh

4 students completed **CMPP** specializations

- Cynthia McAnerin (CDP Essentials)
- Miranda Vande Kuyt (GCDF-CA)
- Myles Breck (EVGP)
- Resa Clark Attrell (CDP Essentials)

1 student completed the **Job Developer** training

- Melissa Hiscock

3 students completed the **Case Manager** training

- Krista Wilson
- Lauren Penner
- Michelle Field

4 students completed the **Personality Dimensions** training

- Eldon Lively
- Mitsy Clennon (Bridging)
- Rick Oneal
- Sherry Battiste



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