

**D&I CHANGEMAKERS
CONFERENCE 2024**

**#EmPoweredDEI
4-5 DECEMBER**

**DEI as a habit,
a class like no other!**

Key points for the Facilitator

**Knock, knock!
You are the one we are looking for!**

Why would we love you to get involved?

- Together we are doing something really big, fun and innovative!
- It is an amazing opportunity to self develop and learn something new.
- Facilitators from different organizations, industries and locations come together to deliver a class that has not been offered to employees before.
- As a Facilitator you will be trained (Train The Trainer online session) and prepared for a successful class delivery!
- You will receive a Class Communication Kit and a Class Training Kit from us!
- We will set you up for success and support you from the moment you sign up until the class is delivered.

What is the recommended Facilitator's Profile?

- You do not need to be a trainer.
- The class is scripted and requires group facilitation skills.
- Training experience is an added benefit.
- It is important that you are well-connected within the organization to be able to promote and socialize the class.
- You are passionate about DEI or development in general, and want to improve the employee experience.

What will you get from us?

1 Train The Trainer online session

This session will set you up for success! We will get you fully ready to deliver the class, and enjoy this learning experience! The session will cover the class objectives, lesson scenario, session flow, training materials, examples that you might use, etc.

2 DEI as a habit Communication Kit

To support the promotion of the class (internally and externally), and to encourage sign up:

- **DEI as a HABIT class description.**
- **Zoom backgrounds for internal use** (facilitator and participant).
- **Social Media graphics for external use** (facilitator, participant, organization).
- **Promotional statements and key messages** to be used in communications.
- **Animated promo video.**
- **All staff email** draft.
- **Newsletter** content.

3 Class Training Kit

- Class script and outline.
- Session materials: presentation, handouts, examples to consider, etc.

What do we expect in return?

- Enjoy the process and have fun!
- Run the DEI as a habit on-site class.
- Support the promotion of the class within your organization, as well on your Social Media profiles.
- Accept Class Terms and Conditions.



The Facilitator's Key Roles and Responsibilities:

- Facilitator helps to promote the class and encourages sign up.
- Facilitator joins the Train The Trainer session, scheduled for mid-November.
- Facilitator leads the DEI as a habit on site class. The recommended group size per one Facilitator is no larger than 30 people in order to maximize the learning experience.
- Facilitator ensures that each class participant has signed an agreement to allow their image to be used for Diversity Hub communications purposes only.
- Facilitator remains in contact with the Diversity Hub team and follows the established process and timeline.
- Facilitator does not distribute the class materials beyond their organization.
- Facilitator is asked to provide the Diversity Hub with the following materials by December 10th: number of participants in the class, 3 photos from the class, 3 habits the group came up with the explanation why they were selected/provide context, 1 insight from the session. This data will be used by the Diversity Hub to summarize the class on social media channels and in the D&I Changemakers Conference Summary Report.

Steps & timeline

1. An organization registers for the class **by Oct 15.**
2. An organization receives and agrees to the Class Terms & Conditions **by Oct 15.**
3. An organization receives a Class Communication Kit to promote the class, encourage sign up and recruit Facilitator(s).
4. An organization assigns a Facilitator(s) **by Oct 30.**
5. Facilitator receives a welcome email from The Class Coordinator **by Oct 31.**
6. Facilitator receives an invitation to the **Train The Trainer session 2 weeks prior to the session.**
7. Facilitator attends the **Train The Trainer online session** and receives the Class Training Kit in **mid Nov.**
8. Facilitator runs the class on **Dec 5.**

Do not wait any longer!

Join as a Facilitator and have fun along the way!

Need more information?



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Make habits your SUPERPOWER!

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