

Advancing Inclusive Practices: How to plan and deliver Inclusion training

Building on our Inclusive Practices Workshop, Disabled People's Association is being supported by Care & Share to provide a unique opportunity for individuals to learn from our former Diversity & Inclusion Consultant, Nina Munday, with a step-by-step guide, on how to plan and deliver diversity and inclusion training.

At this two-day training course, you will learn the techniques in designing and conducting a programme of activities based on your personal experience and knowledge. You will also learn the approaches you can adopt in your promotional strategy. Moreover, you will acquire the confidence to lead discussions on fairness and equality.

Learning Outcomes:

- ❖ Better understanding of the purpose of diversity and inclusion training
- ❖ Better knowledge of techniques in delivering diversity and inclusion training
- ❖ More confidence in promoting diversity and inclusion
- ❖ More confidence in engaging with a wide-ranging audience

Programme:

Day One

| | |
|-------|---|
| 9:30 | Registration & Tea/Coffee |
| 9:45 | Introduction and Expectations |
| 10:00 | 'Who do you think you are?' |
| 11:00 | Set ground rules |
| 11:30 | Roles and Functions of DPA |
| 11:45 | Design learning outcomes |
| 12:30 | Lunch |
| 13:30 | Challenge personal stereotypes and prejudices |
| 14:00 | Identify key local influential factors in promoting diversity and inclusion |
| 14:30 | Toolkit for a public speaker |
| 15:30 | Design group activities |
| 16:00 | End of day one |

Day Two

| | |
|-------|---------------------------|
| 9:30 | Registration & Tea/Coffee |
| 9:45 | Recap of Day One |
| 10:00 | Manage fears |
| 11:00 | Practice group activities |
| 12:30 | Lunch |
| 13:30 | Reciprocal review |
| 14:00 | Design evaluation |
| 14:30 | Design marketing strategy |
| 15:15 | Personal Reflection |
| 15:45 | Evaluation |
| 16:00 | End of course |

Dates: Tuesday 12 to Wednesday 13 May 2015
Time: 9:30 to 16:00
Venue: DPA's Training Room, Disabled People's Association, 1 Jurong West Central 2, #04-01, Jurong Point Shopping Centre, Singapore 648886

Delegate's fee for the complete course (inclusive of 70% subsidy from Care & Share):

- Corporate Organisations - \$150
- Government Departments and Voluntary Welfare Organisations - \$120
- DPA's Members - \$75 (waged) and \$40 (unwaged)

Who should attend:

Individuals who have involvement in the following functions in their organisation:

- Customer Care
- General Management
- Human Resource
- Policy Development
- Service Planning and Delivery
- Social Responsibility
- Training Facilitation

Trainer's Biography

"Nina Munday is currently the Manager of Fife Centre for Equalities in Scotland. Before returning to Scotland, Nina was contracted as Diversity and Inclusion Consultant with Disabled People's Association (DPA) for two years. She holds a Master of Arts in Sociology with honours from Aberdeen University and has two decades of working history within the voluntary welfare sector at senior executive level in the United Kingdom. She specialises in delivering training on equality, diversity and inclusion to a variety of client groups.

During her time with DPA, Nina wrote two significant publications; "Accessibility of Banking Services in Singapore" and "Exceptional Journeys" (a collection of case studies that promote reasonable accommodations at workplaces). In addition she developed risk assessment and equality impact assessment frameworks for corporate, public and voluntary organisations. Many individuals and organisations have benefited from training courses designed and delivered by Nina such as Inclusion Fundamentals and Inclusion Cultivation.

Comments from her past trainees from the UK and Singapore:

- *"Love it that it was not a lecture-like workshop but rather a more interactive workshop."*
- *"Best workshop I've ever attended."*
- *"Presenter very good and got everyone engaged completely"*
- *"Overall very good workshop"*
- *"The speaker was generous enough to let us share our insights."*

Places are limited. For more information or to reserve a place, please call Halipa Ahmad at 6791 1134 or email info@dpa.org.sg.



Led by



A movement supported by over 200 voluntary welfare organisations



VOX NOSTRA