

# WORK CARDS

Managing corporate social responsibility

Diversity and inclusion  
in the workplace



This project has been funded with support from the European Union.  
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Project: Academy of sustainable development - ESG management KA220-VET - Cooperation partnerships in  
the vocational education and training sector



## Work card 1

### Concepts and principles of diversity and inclusion in the workplace

Using the thought bubble below, create a mind map based on diversity and inclusion in the workplace. You may refer to: concepts, principles, tools, techniques, strategies, advantages, disadvantages, any other points you may consider.



## Work card 2

### The process of designing an internal diversity and inclusion policy

You are designing a company policy based on diversity and inclusion.  
Use the ADDIE technique to come up with a basic policy layout.

What are the aspects of diversity and inclusion, CSRD and ESG you must consider and implement into your programme? Research this further if required.

Analyse

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Design

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Develop

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Implement

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Evaluate

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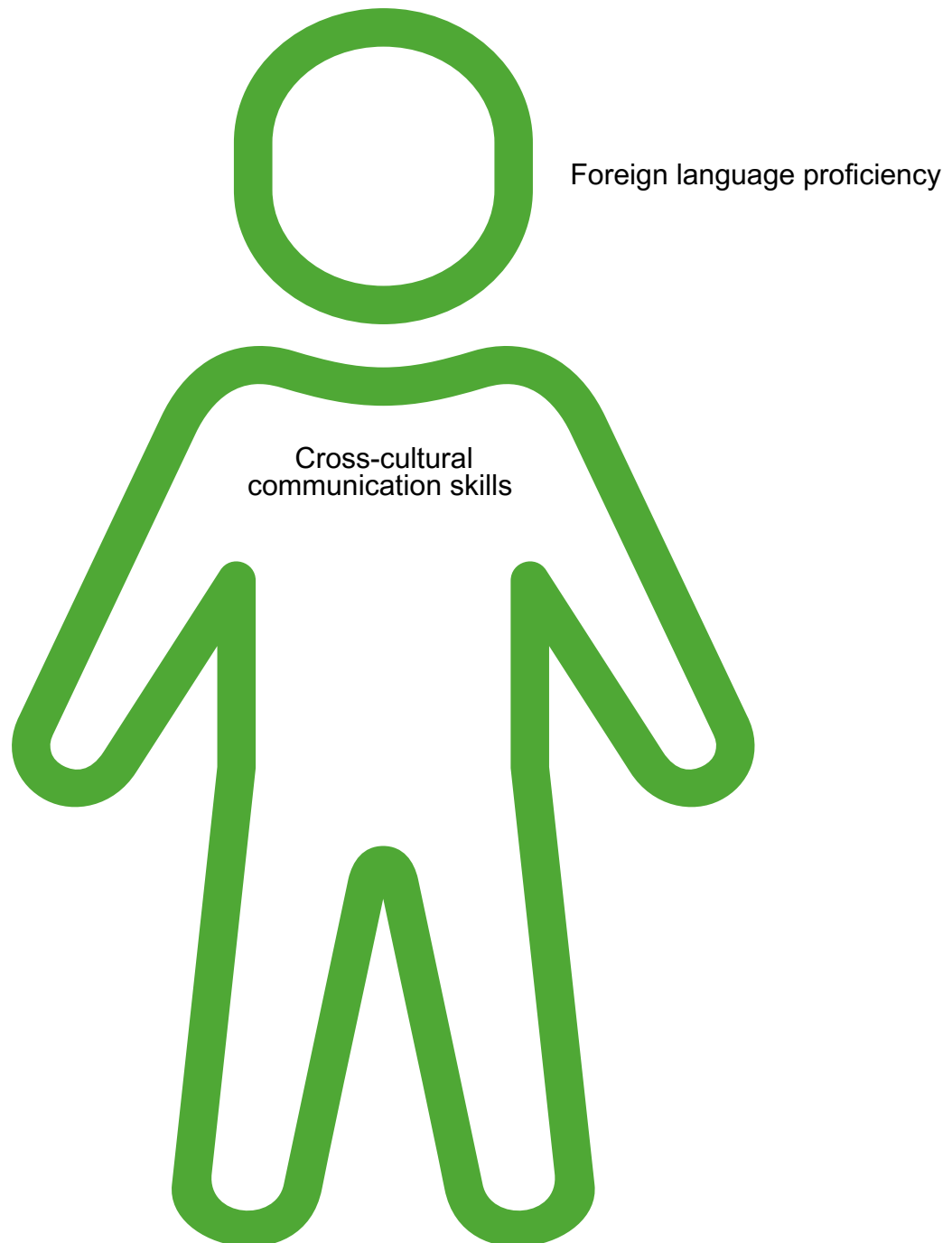
### Work card 3

## Soft and hard skills of managers specialising in diversity and inclusion

Inside the person outline, write down in one colour soft skills managers should or may have as part of diversity and inclusion work practice.

Outside the person outline, write down in another colour the same for necessary or helpful hard skills.

One example has been done for you.



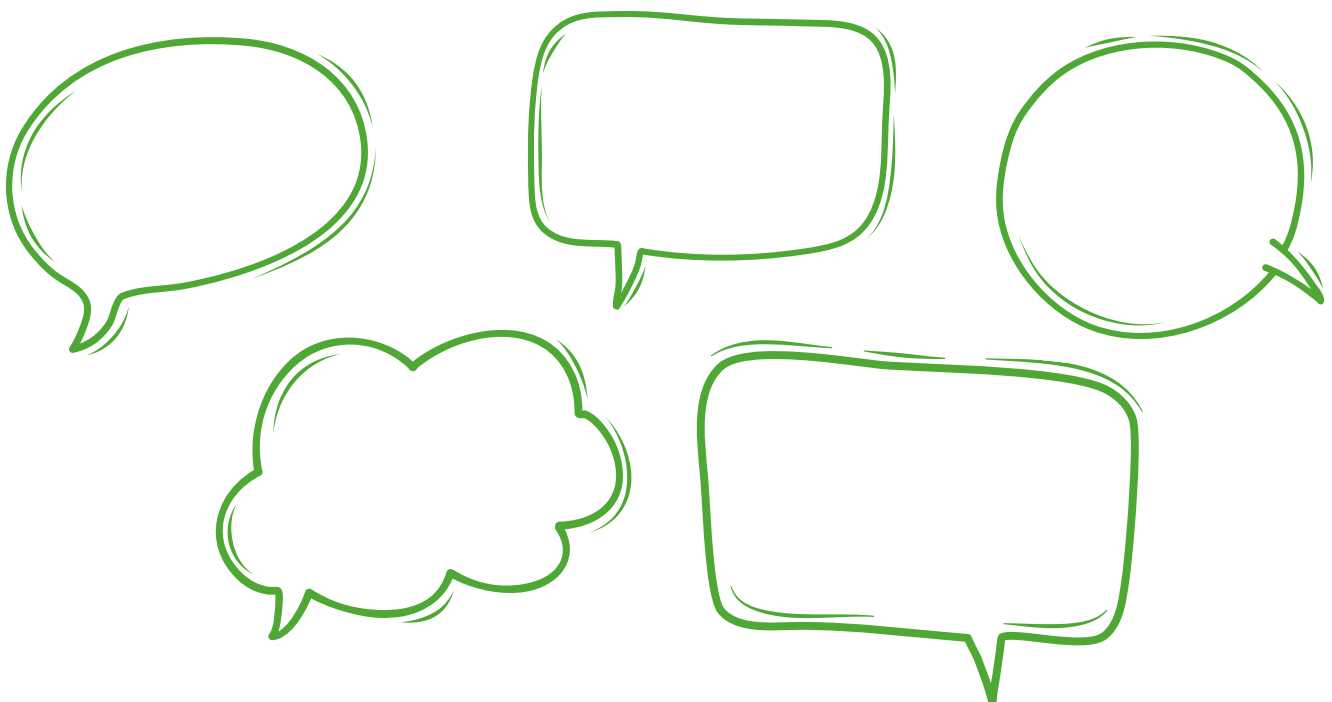
## Work card 4

### Benefits and challenges of promoting and integrating diversity and inclusion in the workplace

In the thought bubbles, write down the benefits of promoting and integrating diversity and inclusion in the workplace



In the speech bubbles write down the possible challenges of promoting and integrating diversity and inclusion in the workplace



## Work card 5

### Key words – test your understanding

Define the keywords below. Try it on your own first and then check against sources to see what you remembered, and what you can add as extra.

What is the CSRD?

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What is ESG?

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Explain the difference between diversity and inclusion

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Write down three ways of promoting and supporting diversity in the workplace

1. 

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2. 

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3. 

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## Work card 6

### Creating a friendly workplace

Fill out the boxes below, focusing only on your organisation or workplace. Considering what you have learnt so far, write down your ideas on creating a friendly workplace.

What specific workplace area could you improve in your organisation?

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How can you carry this out? Who would be responsible for it? What benefits would it bring?

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What specific workplace area could you improve in your organisation?

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How can you carry this out? Who would be responsible for it? What benefits would it bring?

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What specific workplace area could you improve in your organisation?

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How can you carry this out? Who would be responsible for it? What benefits would it bring?

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## Work card 7

### Protecting employees in the workplace

Answer the following questions in the box below. Feel free to add any other thoughts that come to mind. Include key words, sentences, drawings – whatever you feel conveys your point.

- What are human rights? What do you associate with them?
- How does your organisation uphold human rights?
- Can you name any human rights?
- What is their importance?
- What is the difference between your role as a company owner, manager or employee in upholding human rights? Is there a difference?





# Work card 9

## Self-improvement

Rate your skills and provide comments for each category using the scale below:

1. Needs Improvement
2. Developing
3. Competent
4. Proficient
5. Exceptional

### Interpersonal Skills:

#### Empathy:

Self-assessment: [Rating]

Comments:

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#### Active Listening:

Self-assessment: [Rating]

Comments:

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#### Conflict Resolution:

Self-assessment: [Rating]

Comments:

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#### Promoting Diversity in the Workplace:

Self-assessment: [Rating]

Comments:

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#### Cross-Cultural Communication:

Self-assessment: [Rating]

Comments:

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#### Mediation and Conflict Resolution:

Self-assessment: [Rating]

Comments:

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# Work card 10

## Effects of discrimination in the workplace

Discrimination in the workplace can have profound effects on the individual as well as on the organisation as a whole.

Below are some main effects – explain these further and provide examples.

### Emotional and Psychological Impact:

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### Reduced Job Satisfaction:

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### Health Implications:

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### Career Advancement Barriers:

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### Legal Consequences:

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### Decreased Organisational Performance:

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