

Making People Welcome

This course will help you to recognise and appreciate diversity within your organisation. The information, tools and skills shared will help you to become aware of how you interact and the impression that this gives.

No Modules: 13

Duration: 3hrs 15min

Level: Introductory

Module 1: Unconscious Bias

What's covered?

Unconscious bias is when you either favour or discriminate against one group, or person, without being aware of your actions. This module will help you better understand how unconscious bias can affect your behaviour and impact the workplace, recognising the nine different types of bias and discovering ways in which you can mitigate its influence.

Module 2: Equality & Diversity Overview

What's covered?

This course will explore what is meant by equality and diversity and consider how you are protected in your workplace from discrimination. We will consider the Equality Law 2010, which protects all, regardless of characteristics, at work. In order to understand the protection in place, we will explore the four main types of discrimination which are experienced in the workplace. This course considers the different protected characteristics specified under the Equality Act, which include: age, race, religion or belief, disability, sex, gender reassignment, sexual orientation, marriage and civil partnerships and finally, pregnancy and maternity.

Module 3: Age

What's covered?

In this video, we will consider the four main types of discrimination and what the law says to protect individuals, regardless of their actual or perceived age. We will also consider cases where discrimination relating to age can be objectively justified. Protection against age discrimination applies at all stages of employment, from recruitment through to retirement and redundancies. This video considers age discrimination at all ages, both young and older, as a person can experience discrimination at any age.

Module 4: Disability

What's covered?

What is disability? We will explore this definition throughout the video and consider what kinds of conditions would be considered a disability. The video highlights what the law has to say about disability in the workplace and who is protected under the Equality Act 2010. The term "Reasonable Adjustments" will be explained and the rights of a disabled person under the Act will be highlighted to understand what can be asked and what should be done to avoid discrimination at work.

Module 5: Gender Reassignment

What's covered?

What is gender reassignment? This video answers this question and considers the Equality Act 2010 in respect to this protected characteristic. This video explores what an employer and an employee can do to prevent unwanted discrimination. We also consider genuine occupational requirements and how these can apply across a number of circumstances. This video outlines what to do if you feel that you or someone else has been discriminated against in order to resolve the issue.

Module 6: Marriage & Civil Partnership

What's covered?

The Equality Act 2010 says you mustn't be treated unfairly in employment because you are married or in a civil partnership. In this video, we'll explore the definition of marriage and civil partnerships and the three types of discrimination which apply to this protected characteristic. We'll consider the law in place to protect everyone in the workplace and what to do if you feel that you have been treated unfairly as a result of your marital status.

Module 7: Pregnancy & Maternity

What's covered?

The Law, in an employment situation, provides women with extra protection during the Protected Period to safeguard against unfair or discriminatory treatment. This video defines the "Protected Period" and explores what protection there is during pregnancy for female workers. We will consider the ways which a pregnant woman must be safeguarded from risks and hazards in the workplace. This video looks at the types of discrimination which can occur and responsibilities of both the worker and the employer to prevent unfair or unsafe treatment during the Protected Period.

Module 8: Race

What's covered?

In this course, we explore what is meant by race and consider what the law says to protect people in the workplace from racial discrimination. We will consider the four distinct types of discrimination: direct, indirect, harassment and victimisation. This course considers the law, intended to protect people at every stage of their employment, from recruitment and selection through to redundancy and dismissal and any exceptions. We also cover dress code to ensure the rules do not discriminate directly or indirectly against anyone. We will explore what to do if you feel you or someone else has been discriminated against due to race, and identify how to resolve the issue.

Module 9: Religion or Belief

What's covered?

This video explores the Equality Act 2010 with respect to religion or belief. We will explore what is meant by a religious belief, as well as a philosophical belief. This video looks at the four types of discrimination: direct, indirect, harassment and victimisation. We will also cover what an employer and an employee can do to prevent unwanted discrimination and what to do if you feel that you or someone else is being discriminated against at work.

Module 10: Sex Discrimination

What's covered?

This video explores the Equality Act 2010 in respect of Sex. We will explore the types of discrimination: direct, indirect, harassment and victimisation, as well as associative discrimination. This video covers how the protection works in practice and considers objective justification in certain circumstances. We will also consider how the Act applies to all elements of employment from recruitment and selection, employment terms and conditions, pay and benefits, training, promotion, transfer opportunities, redundancy and dismissal.

Module 11: Mental Health

What's covered?

Mental health affects everyone and should be treated the same way as physical health. As a manager it's your responsibility to look out for the mental well-being of your team and ensure they receive the support they need. This module explores what an organisation can do to support individuals in the workplace who are suffering with a mental health problem.

Module 12: Sexual Orientation

What's covered?

What is sexual orientation? This video helps to define sexual orientation under the Equality Act 2010 and considers how discrimination occurs as a result of this protected characteristic. We will consider each of the four types of discrimination to understand how the law applies in the workplace. This video raises awareness of the most common form of sexual orientation discrimination and ways in which this can be combatted at work. We look through what should be covered in equality training in order to highlight what you need to know to ensure everyone avoids discrimination and treats all people with respect.

Module 13: Sickness and Absence

What's covered?

Sickness and absence is a key issue for organisations as it presents a significant operational and financial burden. This module explores the impact of staff sickness and absence on the organisation and looks at the role of the manager in dealing with sickness absence in the workplace. We will also examine the requirements with which employees must comply when absent from work.