

April 2020

Advancing EDI While Working Remotely

“...The coronavirus crisis is changing how we do our business—with our clients, and with each other. If there is ever a more important time to practice more inclusion, equity, belonging and learning, now is that time...” Denise Branch, DEI Consultant

Applying an EDI Lens While Working Remotely:

- ⇒ Be mindful of proximity bias— the incorrect assumption that when people are not physically at work, their productivity and work quality decreases
- ⇒ Where possible, use two-way video conferencing for meetings so that non-verbal cues are not lost entirely and remember that it can be difficult to actively participate in virtual conversations
- ⇒ During virtual meetings, ask participants to use chat features when they want to participate and frequently verify that everyone can hear, follow the dialogue, and contribute to the discussion. Participants can incorporate gender pronouns to their name that appears on the screen
- ⇒ Adopt strategies to proactively enhance inclusion such as suspending judgement, active listening, and seeking to understand
- ⇒ Provide meeting purpose, discussion, and decision items in advance and follow up with summaries, action items, and opportunities to contribute additional ideas
- ⇒ Be intentional in providing feedback, praise, and support during the transition to working remotely
- ⇒ Adopt a results oriented management style
- ⇒ Ensure there is transparency and equity in opportunities for special projects, stretch assignments, and career advancement while working remotely

Sources: <https://www.forbes.com/sites/janicegassam/2020/03/16/how-to-create-effective-online-diversity-trainings/>, recommended by Dr. Malinda Smith, Provost Fellow, Equity, Diversity & Inclusion Policy, U of A.

<https://www.fastcompany.com/90423310/how-proximity-bias-holds-employees-and-workplaces-back>

<https://hbr.org/2016/04/run-meetings-that-are-fair-to-introverts-women-and-remote-workers>

<https://www.ualberta.ca/faculty-and-staff/equity-diversity-inclusion>

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Upcoming CCDI Webinars

For descriptions & to register as a CCDI Employer Partner: <https://ccdi.ca/webinar-registration/>

Mar 26: **Gender Diversity**

Apr 7: **Managing micro-aggressions**

Apr 23: **Leveraging cultural difference at work**

May 21: **Allyship - Your role in supporting minorities**

Jun 9: **Accommodations - The ultimate checklist**

Jun 23: **Ageism & age discrimination**

Jul 7: **Let's talk about privilege**

Jul 23: **The struggle of the caregiver - Is your workplace supportive?**

Aug 4: **Busting myths - Challenging the myth of meritocracy**

Aug 20: **Cultural competence**

Aug 25: **Bill C-81: The Accessible Canada Act**

Sep 8: **Respectful ways to celebrate inclusive holidays**

Sep 22: **Combatting tokenism**

Oct 6: **Engaging leaders in the D&I conversation**

Oct 22: **Measurements of success**

Nov 3: **The importance of intersectionality in D&I**

Nov 19: **Unconscious bias**

Dec 8: **Addressing power dynamics for inclusive leadership**

Dec 15: **Starting the conversation: Mental health at work**

