

Template/Framework: Creating a Diversity & Inclusion Plan

Goal: What are you specifically trying to accomplish? (Ex. Increase hiring , decrease turnover and/or be more visible within a diverse group - Female, Military, Individuals with Disabilities, LGBT, Black/African American, Hispanic/Latino, Asian etc.)

Action Plan:

Action Item	Tactic	Funding
Establish a strong brand (What do diverse communities know or say about your company?)	<ul style="list-style-type: none"> Establish business relationships with diverse consumers and businesses Ensure advertising reflects diversity Be visible in the local community (ex. Lend your expertise to non-profit organizations, conduct resume writing workshops on the campuses of HBCUs etc.) 	• \$
Hire diverse talent (Are your hiring stats representative of the local market demographics?)	<ul style="list-style-type: none"> Targeted social media Attend career fairs for diverse organizations and colleges/universities Train recruiters and managers on unconscious bias Implement an employee referral program Leverage your community partners for leads 	• \$
Develop diverse talent (Are promotions, expanded roles or exposure opportunities awarded even-handedly?)	<ul style="list-style-type: none"> Launch a mentor program Develop an in-house program to develop diverse talent Conduct talent and succession planning – require a diverse slate 	• \$
Retain diverse talent (What are your turnover trends?)	<ul style="list-style-type: none"> Provide training and/or refresher training for your leaders and consistently inspect what you expect – hold them accountable Host diversity training on topics addressing the tough issues Establish a culture that encourages and appreciates differences Create Affinity Groups Ensure your leadership team is diverse Conduct an employee engagement survey 	• \$

Resources: What organizational structure of dedicated and volunteer resources will: 1. Develop the D&I action plan with success measures, communicate the plan, monitor the plan, update the plan and sustain the plan?

