



Essential Tools for Workforce Development

Leveraging Diversity Reflective Tool

Answer the questions below to understand and leverage the diversity of your team. Use the suggestions to help you build an action plan.

This resource is part of a series of resources in the online Diversity in Disability Toolkit.

For further information, see:
diversityindisability.org

Cultural capability in your team

What experience do members of your team have in living and/or working in culturally diverse contexts?

What languages do members of your team speak? To what level?

What networks do your team members have with the local community?

Leveraging the cultural diversity of your team

Do employees feel included and valued in your organisation?

Are team meetings inclusive? Does everyone in your team participate fully and speak up?

Are you aware of different cultural attitudes towards hierarchy and how these attitudes could effect communication in your team?

Are you fully accessing the knowledge and expertise of your team members?

Building a participatory team

How do you build an inclusive team? What approach could you take?

Do you structure team building activities that the whole team can be involved in?

Do you provide formal and informal ways of getting to know your team and their skills?

Are you aware of 'Flexible Working Arrangements' and your employee's right to request them?

Recognising and rewarding cultural capability

How do you recognise and/or reward cultural capability within your HR processes?

Do you have processes for mentoring or supporting employees from CALD backgrounds?

What is the diversity of your recruitment panel?

Are you aware of different cultural approaches to non-verbal communication?

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Suggestions

- Speak to your team, find out how they are feeling
- Team up with HR to measure and recognise cultural capability in your team
- Make sure you focus on cultural capability not just 'ethnicity' or 'gender'
- Identify skills that already exist and outline training plans for gaps
- Set up a buddy or mentoring program
- Review your HR processes to ensure they support a diverse workforce
- Have a rotating chair at meetings
- Be respectful and supportive of different experiences and styles
- Give advance notice of discussion topics and let everyone know you're looking forward to their input
- Identify people who aren't comfortable speaking up in a large group and find the time to speak to them 1:1 – their opinion matters
- Share your diversity and celebrate it; participate in Harmony day or have a team lunch
- Recognise significant achievements
- Use Internet resources to support your activities e.g.
 - www.business.gov.au
 - <http://www.fairwork.gov.au/employee-entitlements/flexibility-in-the-workplace/flexible-working-arrangements>



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