

Discovering Diversity Profile[®]
Facilitator's Manual

Discovering Diversity Profile
Facilitator's Kit
Volume I

inscape  publishing

This product is sold with the understanding that the publisher is not engaged in rendering legal or other professional service. If legal advice or other expert advice is advisable, the services of a competent professional should be sought at your own expense.

Product Code: B-298-01

ISBN 1-56774-019-7

©1994 by Inscape Publishing, Inc. All rights reserved. Copyright secured in the U.S. and foreign countries. Printed in the United States of America, March 2003. Version 3.0.

This publication may not be reproduced or used in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage retrieval system, or by any other means, without permission in writing from the publisher: Inscape Publishing, Inc., 6465 Wayzata Blvd., Suite 800, Minneapolis, Minnesota 55426-1725.

“Discovering Diversity Profile” is a registered trademark of Inscape Publishing, Inc.



Discovering Diversity Profile® FACILITATOR'S KIT

Table of Contents

Volume I – Facilitator’s Manual

SECTION ONE: INTRODUCTION1

OVERVIEW OF *DISCOVERING DIVERSITY PROFILE*® FACILITATOR’S MANUAL 1

BACKGROUND 1

WHAT FORMS OF DIVERSITY EXIST? 3

WHY IS DIVERSITY AN IMPORTANT BUSINESS ISSUE? 3

DIFFERENT FORMS OF DIVERSITY TRAINING 5

WHAT DO ATTITUDES ABOUT DIVERSITY HAVE TO DO WITH BEHAVIOR? 6

DEFINITION OF ATTITUDES 7

HOW ATTITUDES AFFECT BEHAVIOR 7

WHY DO PEOPLE HAVE ATTITUDES ABOUT DIVERSITY? 7

WHAT ARE SOME OF THESE ATTITUDES? 8

THE *DISCOVERING DIVERSITY PROFILE*® INTRODUCTION 9

DISCOVERING DIVERSITY PROFILE® CATEGORIES 10

KNOWLEDGE 11

- STEREOTYPES 11
- INFORMATION 11

UNDERSTANDING 11

- AWARENESS 11
- EMPATHY 11

ACCEPTANCE 12

- TOLERANCE 12
- RESPECT 12

BEHAVIOR 12

- SELF-AWARENESS 12
- INTERPERSONAL SKILLS 12

CATEGORY RELATIONSHIPS 13

BENEFITS OF THE *DISCOVERING DIVERSITY PROFILE*® 14

ABOUT THE AUTHORS 15

ABOUT THE PUBLISHER 16

SECTION TWO: PREPARING TO BE A DIVERSITY FACILITATOR.....17

FIRST STEPS 17

REQUIRED COMPETENCIES FOR DIVERSITY FACILITATORS 17

PREPARING YOURSELF WITH THE T.E.A.M. APPROACH TO DIVERSITY 20

T = TEACH 21



E = EXAMINE	23
A = ACCEPT AND ALLY	27
M = MODIFY	28
ACTION PLAN TO T.E.A.M. EFFECTIVENESS	29
SECTION THREE: ADMINISTERING THE <i>DISCOVERING DIVERSITY PROFILE</i>[®]	33
INTRODUCTION	33
ESTABLISH A SAFE ENVIRONMENT	33
SELECT THE BEST SETTING	33
ENSURE MINIMUM REQUIREMENTS	34
ESTABLISH PURPOSE AND PROCESS	35
GIVE CLEAR DIRECTIONS	36
MATERIALS NEEDED	36
SUMMARY OF ADMINISTRATION PROCESS	37
SECTION FOUR: INTERPRETING THE <i>DISCOVERING DIVERSITY PROFILE</i>[®]	39
INTRODUCTION	39
SUMMARY OF INTERPRETATION STAGES	39
CUSTOMIZING THE PROFILE INTERPRETATION	40
SAMPLE ONE INTERPRETATION	41
SAMPLE TWO INTERPRETATION	43
SAMPLE THREE INTERPRETATION	44
SAMPLE FOUR INTERPRETATION	45
SECTION FIVE: FREQUENTLY ASKED QUESTIONS	49
SECTION SIX: TECHNICAL INFORMATION AND RESEARCH	53
ITEM DEVELOPMENT	53
SCALE DEVELOPMENT / INSTRUMENT DESIGN	54
ANALYSIS	54
RATIONALE FOR THE <i>DISCOVERING DIVERSITY PROFILE</i> [®] STATEMENTS	58
SECTION SEVEN: BIBLIOGRAPHY	73

For more information contact:

Select, Assess & Train
38 Fendall Avenue
Alexandria, VA 22304 USA
tel: (703) 823-1968
email: info@selectassesstrain.com
<http://www.selectassesstrain.com>