



Equality & Diversity

Length of course: 1 day

Is this the right course for me?

This course is suitable for anyone who wants to be aware of UK Equality & Diversity legislation/ responsibilities for work or in their personal life.

What will I learn?

The Theory behind Equality & Diversity for all:

- The simple definitions & descriptions of the subject-including updates 2010.
- Why it's important to know about it at all & how it affects work/ life.
- How to meet legal, moral & company policies, especially as we need to stay within the law.
- How can Equality & Diversity benefit me/ others/company at work?

Effective Communication for greater Equality & Diversity:

- The importance of using positive Body Language, Verbal & Non-verbal Communication & understanding others who may be different to us!
- How to recognise body language signals in others & how some cultures may differ in their approach.
- Listening skills-how good a listener are you & why it's important!
- How it works in "best practice". Some relevant examples/ typical scenarios.
- Handling difficult Equality & Diversity situations.
- Relevant examples from the media to discuss & explore!

How will I learn?

You will learn by listening to talks, group discussions, course related in-class activities and question and answers sessions.

Will I gain a qualification?

You will not gain a formal qualification but you may receive a Certificate of Attendance and Achievement from your tutor.

What can I do next?

Institute Leadership & Management Effective Team Member Skills Award or Team Leader Award - please ask the skillscentre:mk team for more details.

Other course information can be found on www.nextstep.org.uk or with a NEXT STEP advisor.

What do I need to bring to classes?

Note pad and pen.

Can I talk to someone about my course before I start?

It is usually possible to put you directly in touch with the tutor if a member of the skillscentre:mk team cannot answer your query

If you need to contact us:

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