Training Course on Managing Diversity, Equity and Inclusion in Staffing

Professional Development Training Course Outline

Category	Educational Leadership and Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s global workforce, managing Diversity, Equity, and Inclusion (DEI) is no longer optional — it is a strategic priority. Training Course on Managing Diversity, Equity and Inclusion in Staffing HR professionals, team leaders, and hiring managers with essential skills to implement inclusive staffing strategies that foster a workplace culture of belonging, equity, and innovation. By integrating data-driven hiring practices with culturally responsive approaches, organizations can enhance performance, reduce bias, and attract top diverse talent. Participants will explore the legal, ethical, and organizational imperatives for inclusive staffing through practical exercises, role-play, and real-life case studies.

This DEI staffing training course is designed to help professionals address unconscious bias, mitigate systemic discrimination, and align talent acquisition with diversity goals. Attendees will gain the competencies to embed equity into recruitment, onboarding, and promotion processes while nurturing inclusive organizational culture. With practical frameworks and evidence-based tools, this course transforms hiring from routine procedure into a powerful instrument of diverse talent empowerment and workplace equity.

Programme Curriculum

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Course Objectives

1. Understand the principles of Diversity, Equity, and Inclusion (DEI) in modern staffing.
2. Identify and mitigate unconscious bias in recruitment.
3. Implement inclusive job descriptions and hiring criteria.
4. Develop strategies for equitable candidate sourcing.
5. Leverage data analytics for diversity hiring metrics.
6. Apply cultural competence in interviewing and selection.
7. Design DEI-aligned onboarding processes.
8. Promote inclusive career advancement pathways.
9. Integrate DEI with employer branding.
10. Understand legal frameworks affecting inclusive hiring.
11. Build inclusive teams through equitable performance management.
12. Address intersectionality and systemic barriers in staffing.
13. Create a sustainable DEI staffing policy and accountability structure.

Target Audiences

1. Human Resource Managers
2. Hiring Managers
3. Recruiters and Talent Acquisition Specialists
4. DEI Officers
5. Team Leaders and Supervisors
6. Organizational Development Professionals
7. Corporate Trainers
8. Business Executives and Decision-Makers

Course Duration: 5 days

Course Modules

Module 1: Foundations of DEI in Staffing

- Define DEI and its impact on organizational performance
- Differentiate diversity, equity, and inclusion in context
- Explore the business case for diverse staffing
- Identify DEI challenges in the hiring lifecycle
- Understand global trends in inclusive hiring
- **Case Study:** A tech company’s DEI transformation journey

Module 2: Unconscious Bias in Recruitment

- Recognize types of unconscious bias
- Analyze its effects on decision-making
- Use structured interviews to reduce bias
- Apply blind hiring practices
- Train staff on inclusive recruitment behavior

- **Case Study:** Bias reduction in a multinational’s recruitment process

Module 3: Inclusive Job Design and Advertising

- Create DEI-aligned job descriptions
- Identify exclusionary language and how to avoid it
- Use inclusive platforms to source candidates
- Implement accessibility in job applications
- Incorporate employer branding with DEI values
- **Case Study:** Rethinking job ads in a government agency

Module 4: Cultural Competence in Interviews

- Train hiring teams in cultural awareness
- Design inclusive and standardized interview formats
- Manage cross-cultural communication effectively
- Navigate differences in cultural expression and etiquette
- Use behavioral-based questioning techniques
- **Case Study:** Interviewing practices at an international NGO

Module 5: Equitable Onboarding and Integration

- Develop inclusive onboarding frameworks
- Assign diverse mentors and sponsors
- Provide bias-free orientation content
- Ensure cultural and linguistic inclusiveness
- Monitor employee integration experiences
- **Case Study:** Onboarding transformation in a financial institution

Module 6: DEI Metrics and Accountability

- Identify relevant diversity hiring KPIs
- Use analytics to track and improve DEI goals
- Build transparent reporting mechanisms
- Engage leadership in DEI metrics
- Communicate DEI progress organization-wide
- **Case Study:** Data-driven DEI hiring in a Fortune 500 company

Module 7: Legal and Ethical Considerations

- Understand anti-discrimination laws and compliance
- Avoid tokenism and reverse discrimination
- Align DEI with ethical hiring standards
- Protect candidates’ privacy and identity
- Promote workplace dignity and respect
- **Case Study:** Legal challenges in a retail chain’s DEI practices

Module 8: Building a DEI-Centered Staffing Policy

- Co-create DEI staffing frameworks with stakeholders
- Align hiring with long-term DEI strategy
- Embed accountability into HR structures
- Monitor equity outcomes in talent management
- Evolve policy with workforce demographic changes
- **Case Study:** Policy reform in a healthcare organization

Training Methodology

- Interactive presentations with multimedia tools
- Real-world case studies and group discussions
- Hands-on workshops for inclusive job design and interviews
- Scenario-based role plays and simulations
- Collaborative policy design sessions
- Access to digital DEI toolkits and templates

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com