# Define DEIA Training Requirements

To increase the effectiveness of outreach and partnership building activities, TDA set a SMART goal of providing diversity, equity, inclusion, and accessibility training (DEIA) for a minimum of 10 team members. This training was selected with the goal of improving the effectiveness of our efforts to diversify through hiring and vendor selections while improving engagement with vendors and within the project workspace. TDA identified and provided DEIA training through Zywave University (<https://university.zywave.com/>). Zywave University’s training was provided through an online training portal where trainees were presented with resources in the form of expert-created webinars. Each participant was provided with a unique sign-in credential that allowed them to access and complete the training course at their preferred pace—participants were asked to complete the course within two weeks of their initial invitation.

The specific training program was called “Diversity & Inclusion Training for Employees” and covered the benefits of inclusion and belonging, what gets in the way of an inclusive workplace, and what you can do to make your workplace more inclusive. Sections of the course include 1) introduction, 2) benefits of inclusion and belonging, 3) unconscious bias, 4) microaggressions, 5) our role, and 6) conclusion. The introduction begins by defining terms like diversity, inclusion, and belonging and points out that exclusion isn’t just large intentional acts, but even without intent of causing harm, our words and actions can harm others. Benefits of inclusion and belonging are that both workplace success and employee satisfaction are significantly higher in companies that prioritize diversity and inclusion. Studies show that diverse companies earn 2.5X higher cashflow per employee and employees that feel included within their organization are 3X more than other peers to feel excited about their work and committed to their company. Organizations with a high measure of belonging showed a 56% increase in job performance and 50% drop in turnover risk. 80% of employees want a company that values diversity, equity, and inclusion (CNBC 2021 Survey). Unconscious bias impacts the way we perceive and interact with others and can impact the decisions we make in the workplace. The course describes how unconscious biases are formed, the types of biases that exist (affinity bias, attribution bias, appearance bias, conformity bias, confirmation bias, and halo or horns bias as well as bias based on national origin, religion, age, race/skin color, socio-economic status, disability, gender, gender identity, sexual orientation, veteran status, appearance, weight, education level, political beliefs, marital or parental status, communication style and personality) and examples of how these biases affect the workplace. One way bias can impact our work is through microaggressions which can be comments that are made harmlessly or as compliments but suggest underlying bias about the receiver’s personal characteristics (i.e. gender, race, etc.). The course shows 5 stories of microaggressions experienced in the workplace and points out that exposure to microaggressions can cause frustration, self-doubt, anxiety, and lower productivity. Our role as employees is to understand that we all have bias, and it isn’t our fault, but we are responsible for how our biases affect others. The course demonstrates how employees can identify unconscious biases within themselves, steps for reducing the impact of our biases on others in the workplace and methods for giving and receiving feedback about how our biases have impacted others or how we have been impacted by others’ biases. To measure hidden bias, researchers at Harvard University developed the Implicit Association Test (IAT; [www.implicit.harvard.edu](http://www.implicit.harvard.edu)). The course concludes with what we learned about the benefits of inclusion, what gets in the way of an inclusive workplace (unconscious bias and microaggressions) and what employees can do to make the workplace more inclusive.

# DEIA Training for Project Members

As of this report, TDA has met the SMART goal of having a minimum of 10 team members complete DEIA training. This goal was achieved through the direct training of TDA personnel. Although the goal has been met, TDA will continue to offer DEIA training across the project team and company. In addition, TDA is providing training to the team members at partner organizations with a goal of having all partner team members trained within 30 days of their contract execution. Team members from University of Wyoming and GR2 Engineering have completed DEIA training.