

The Leeds D&I Project

Enhancing performance through diversity and inclusion

Scoping

Conducting
D&I scoping
workshops

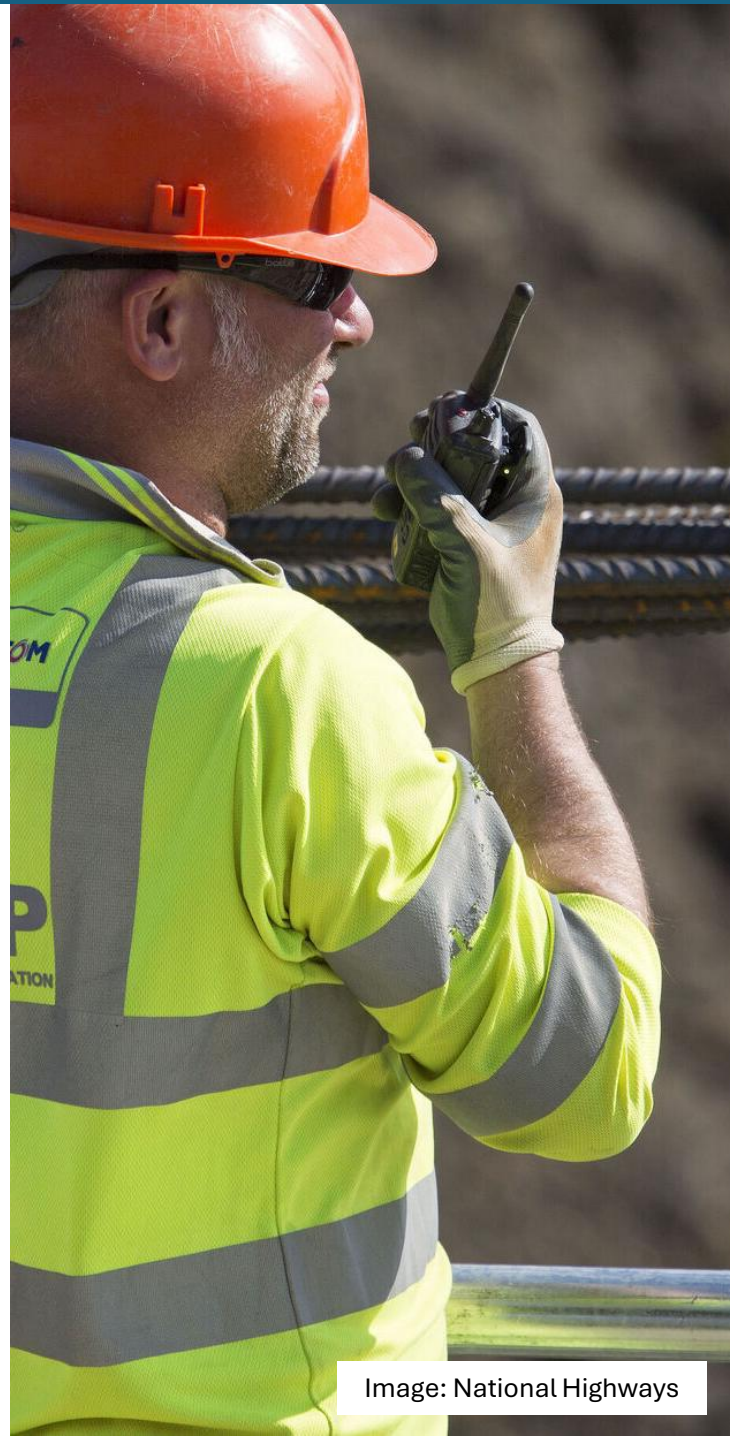


Image: National Highways



Purpose and approach

Effective diversity and inclusion strategies must be tailored to the specific needs of a scheme and have buy-in from senior leaders. This module is ideally taken towards the start of a scheme's lifecycle and looks to understand existing initiatives and potential opportunities regarding staffing, workforce demographics and characteristics of the local geography. This enables a greater understanding of the environment a scheme is based in, current priorities and current levels of engagement with diversity and inclusion.

We recommend that workshops consist of fifteen to twenty employees, including leadership and senior managers. We have structured the workshop on four topics, but they are designed to be conversational; they should focus on the employee's experiences and opinions rather than simply answering each question. The workshop should last between thirty minutes and an hour and should be open to anyone working on the scheme. Individual opinions must be kept confidential. The workshop as a whole should agree a set of key takeaways.

Workshop structure.

Begin the workshop by welcoming participants and clearly outlining its purpose: to explore and understand the specific Diversity & Inclusion (D&I) needs of the scheme. Divide attendees into four smaller groups, each assigned a distinct topic related to D&I. Allow 30 to 45 minutes for in-depth discussion within each group, encouraging thoughtful dialogue and the sharing of lived experiences. Afterwards, reconvene and have each group present their insights to the wider audience. Following each presentation, open the floor for broader discussion, inviting others to contribute additional perspectives or relevant information.

Topic 1: Strategic alignment and leadership perspective.

- 1) What do you know about the company's D&I strategy and goals?
 - 2) How does D&I fit within the strategy of the scheme?
 - 3) Is D&I seen as a core priority on the scheme? If not, how can we embed D&I throughout the scheme?
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Topic 2: Culture and inclusivity

- 1) What are the challenges in creating an inclusive culture at this point?
 - 2) How would you describe staff attitudes towards D&I?
 - 3) Are there areas where the organisation excels on inclusive cultures? Where could it improve?
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Topic 3: Initiatives and impact

- 1) What actions are needed to improve diversity and attract new talent?
 - 2) What initiatives are needed to improve inclusivity to ensure retention?
 - 3) How can we embed D&I into recruitment, selection, and retention processes?
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Topic 4: ED&I in the supply chain

- 1) What are the main challenges in promoting D&I across the supply chain?
 - 2) Is D&I considered when tendering with suppliers?
 - 3) How should we communicate our D&I strategy with supply chain companies?
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Final questions and ending the workshop

After the presentations and open space for discussion, thank everyone for taking the time out of their day to speak and provide insight. Give space for employees to ask any questions or include anything that we may have missed.



Image: National Highways

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If you have found this toolkit useful or would like further information about the collaborative project between the University of Leeds and National Highways, then please contact [Dr Jack Daly](#) or visit our [website](#).

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About CERIC

The Centre for Employment Relations, Innovation and Change (CERIC) is home to researchers who contribute through high quality research, teaching and knowledge transfer to contemporary national and international debates around the changing dynamics and future of work, employment and labour markets.

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