

Keilim Policy Toolkit is an educational platform to provide resources to organizations. Keilim is not a legal document, and your organization needs to take into account all relevant federal, state, and local laws. Because laws vary by state and city, it is essential that you also work with an attorney to ensure that your protocols are legally compliant.

Living Your Policy:

Education

Examples of Skill-Building Topics

Some examples of skills-building topics for organizational training and learning opportunities include:

- Difficult Conversations
- Giving and Receiving Feedback
- Cross Cultural Communication
- Recognizing and Responding to Microaggressions
- Inclusive Meeting Practices
- Allyship and Bystander Practices
- Responding to Concerns
- Creating Safety for Speaking Up
- Appreciative Inquiry
- Understanding and Addressing Implicit Bias
- Equitable Hiring Practices
- Active Listening for Supervisors
- Recognizing and Promoting Fairness for Supervisors

Examples of Training and Learning Opportunities

Some examples of ways to build knowledge and skills include:

- Formal training with internal or external facilitator(s)
- On-the-job training
- Observation
- Online self-led courses (such as LinkedIn Learning)
- One-on-ones with supervisor(s)

- Self-led activities with clear objectives
- Reading an article and discussing
- Integrating skill-practice into a staff meeting
- Lunch and learns
- Staff book clubs
- Bringing in a guest speaker
- Professional development opportunities (training, classes, coaching, etc)