

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

ISO 30415 — Diversity and Inclusion in HR

ISO Certification Programme



LAPT — London Academy of Professional Training

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AT A GLANCE

REFERENCE	MGT-HRR-30415
AWARD	Certificate
ASSESSMENT	430 marks — 258 to pass (60%)
PREREQUISITES	None
VALIDITY	Lifetime
AWARDING BODY	LAPT — London Academy of Professional Training

CURRICULUM

1

Change Management in Diversity

5 chapters · 30 classes 45 marks

• 1 Understanding Change Management Principles in Diversity — 6 classes

› 1.1 Define Change Management in the Context of Diversity

› 1.2 Identify Key Principles of Change Management for Inclusion

› 1.3 Analyze Barriers to Change in Diversity Initiatives

› 1.4 Develop Strategies for Effective Communication in Diversity Change

› 1.5 Implement Assessment Tools to Measure Diversity Change Impact

› 1.6 Create an Action Plan for Sustaining Change in Diversity Practices

• 2 Assessing Organizational Readiness for Diversity Initiatives — 6 classes

› 2.1 Evaluate Current Organizational Culture for Diversity Readiness

› 2.2 Identify Key Stakeholders for Diversity Initiatives

› 2.3 Assess Employee Perceptions of Diversity and Inclusion

› 2.4 Analyze Existing Policies and Practices for Inclusivity

› 2.5 Measure Potential Barriers to Diversity Implementation

› 2.6 Develop a Readiness Action Plan for Diversity Initiatives

• 3 Developing a Change Management Strategy for Diversity — 6 classes

› 3.1 Assess Current Diversity Metrics and Culture

› 3.2 Identify Stakeholders and Define Their Roles

› 3.3 Set Clear Objectives for Diversity Initiatives

› 3.4 Develop a Communication Plan for Change

› 3.5 Implement Training Programs to Support Diversity

› 3.6 Measure and Evaluate the Impact of Change

• 4 Engaging Stakeholders in Diversity Change Processes — 6 classes

› 4.1 Identify Stakeholders in Diversity Initiatives

› 4.2 Analyze Stakeholder Perspectives on Diversity Change

› 4.3 Develop Communication Strategies for Engaging Stakeholders

› 4.4 Facilitate Inclusive Discussions with Diverse Stakeholders

› 4.5 Collect Feedback from Stakeholders on Diversity Efforts

› 4.6 Create an Action Plan for Continuous Stakeholder Engagement

• 5 Measuring Impact and Sustaining Change in Diversity Initiatives — 6 classes

› 5.1 Define Metrics for Evaluating Diversity Impact

› 5.2 Collect Data to Assess Diversity Initiatives

› 5.3 Analyze Data to Identify Trends in Diversity

› 5.4 Develop Strategies for Sustaining Diversity Initiatives

› 5.5 Create Action Plans for Continuous Improvement

› 5.6 Communicate Impact of Diversity Efforts to Stakeholders

• 1 Understanding Culture: Definitions and Importance in HR — 6

classes

- › 1.1 Define Organisational Culture: Key Concepts and Frameworks
- › 1.2 Explore the Importance of Culture in HR Practices
- › 1.3 Identify the Role of Diversity and Inclusion in Shaping Culture
- › 1.4 Assess Cultural Values and Beliefs within Your Organisation
- › 1.5 Evaluate the Impact of Leadership on Organisational Culture
- › 1.6 Develop Strategies to Foster an Inclusive Culture in HR

• 2 Assessing Organisational Culture: Tools and Frameworks — 6

classes

- › 2.1 Identify Key Components of Organisational Culture
- › 2.2 Explore Different Tools for Culture Assessment
- › 2.3 Compare Qualitative and Quantitative Assessment Methods
- › 2.4 Implement Surveys and Feedback Mechanisms for Culture Insights
- › 2.5 Apply Frameworks for Analyzing Cultural Fit
- › 2.6 Develop an Action Plan Based on Culture Assessment Findings

• 3 Analyzing Culture Assessment Data: Interpretation and Insights

— 6 classes

- › 3.1 Identify Key Metrics in Culture Assessment Data
- › 3.2 Analyze Quantitative Data for Cultural Insights
- › 3.3 Interpret Qualitative Feedback from Culture Assessments
- › 3.4 Compare Culture Assessment Results Across Teams
- › 3.5 Recognize Patterns and Trends in Cultural Data
- › 3.6 Develop Actionable Strategies Based on Cultural Insights

• 4 Developing Action Plans Based on Culture Assessment Findings

— 6 classes

- › 4.1 Identify Key Findings from Culture Assessments
- › 4.2 Analyze Cultural Gaps and Areas for Improvement
- › 4.3 Define Clear Objectives for Diversity and Inclusion Action Plans
- › 4.4 Engage Stakeholders in the Action Planning Process
- › 4.5 Develop Specific Initiatives to Address Identified Issues
- › 4.6 Implement and Evaluate the Effectiveness of Action Plans

• 5 Monitoring and Evaluating the Impact of Culture Interventions — 6

classes

- › 5.1 Identify Key Performance Indicators for Culture Interventions
- › 5.2 Design Surveys to Assess Employee Perceptions of Culture
- › 5.3 Analyze Qualitative Data from Culture Intervention Initiatives
- › 5.4 Evaluate the Effectiveness of Culture Interventions Using Case Studies
- › 5.5 Communicate Findings and Insights from Culture Assessments
- › 5.6 Develop Action Plans Based on Evaluation Outcomes

• 1 Understanding Evaluation Metrics in Diversity and Inclusion — 6

classes

- › 1.1 Define Key Evaluation Metrics for Diversity and Inclusion
- › 1.2 Analyze Current Diversity and Inclusion Data in HR
- › 1.3 Identify Best Practices for Data Collection and Reporting
- › 1.4 Examine Case Studies of Effective Evaluation Strategies
- › 1.5 Develop a Framework for Measuring Progress in Diversity
- › 1.6 Create an Action Plan for Reporting Evaluation Outcomes

• 2 Data Collection Methods for D&I Evaluation — 6 classes

- › 2.1 Identify Key Data Points for D&I Evaluation
- › 2.2 Explore Qualitative Data Collection Methods
- › 2.3 Analyze Quantitative Data Collection Techniques
- › 2.4 Integrate Surveys and Feedback Mechanisms
- › 2.5 Evaluate Data Integrity and Validity for D&I Reports
- › 2.6 Develop an Action Plan Based on D&I Data Findings

• 3 Analyzing Qualitative and Quantitative Data in D&I — 6 classes

- › 3.1 Identify Key Qualitative and Quantitative D&I Metrics
- › 3.2 Collect and Organize Qualitative Data from Surveys and Interviews
- › 3.3 Analyze Quantitative Data: Interpreting Statistics and Trends
- › 3.4 Compare and Contrast Qualitative Insights with Quantitative Findings
- › 3.5 Develop Effective Reporting Strategies for D&I Data
- › 3.6 Present Data-Driven Recommendations for Enhancing D&I Initiatives

• 4 Reporting Standards and Best Practices for D&I — 6 classes

- › 4.1 Identify Key Reporting Standards in D&I
- › 4.2 Analyze Current Best Practices for D&I Reporting
- › 4.3 Develop Metrics for Evaluating D&I Efforts
- › 4.4 Create a Best Practices Reporting Template
- › 4.5 Assess Challenges in D&I Data Collection
- › 4.6 Present D&I Findings and Recommendations Effectively

• 5 Continuous Improvement: Utilizing D&I Evaluation Findings — 6

classes

- › 5.1 Analyze D&I Evaluation Findings for Continuous Improvement
- › 5.2 Identify Key Metrics for Tracking D&I Success
- › 5.3 Develop Action Plans Based on Evaluation Insights
- › 5.4 Communicate D&I Findings Effectively to Stakeholders
- › 5.5 Integrate D&I Improvements into HR Practices
- › 5.6 Review and Revise D&I Strategies for Long-term Impact

• 1 Understanding the Framework of Strategic HR Policies — 6 classes

- › 1.1 Define Key Components of Strategic HR Policies
- › 1.2 Explore the Importance of Diversity and Inclusion in HR
- › 1.3 Analyze the Role of Leadership in HR Policy Implementation
- › 1.4 Assess Current HR Policies Against Best Practice Frameworks
- › 1.5 Develop Strategies for Enhancing Inclusion in HR Policies
- › 1.6 Create an Action Plan for Implementing Strategic HR Policies

• 2 Assessing Current HR Practices through a D&I Lens — 6 classes

- › 2.1 Identify Key D&I Metrics for HR Assessment
- › 2.2 Evaluate Existing HR Policies through a D&I Framework
- › 2.3 Analyze Employee Feedback on D&I Initiatives
- › 2.4 Benchmark D&I Practices Against Industry Standards
- › 2.5 Develop Actionable Recommendations for Policy Improvements
- › 2.6 Present Findings and Engage Stakeholders in D&I Enhancements

• 3 Developing Inclusive Strategic HR Policies — 6 classes

- › 3.1 Assess Current Diversity Practices in HR
- › 3.2 Identify Key Components of Inclusive HR Policies
- › 3.3 Analyze Legal Frameworks Supporting Diversity and Inclusion
- › 3.4 Develop Strategies for Engaging Stakeholders in Policy Creation
- › 3.5 Create Action Plans for Policy Implementation and Evaluation
- › 3.6 Measure the Impact of Inclusive HR Policies on Organizational Culture

• 4 Implementation Strategies for Effective D&I Policies — 6 classes

- › 4.1 Assessing Current D&I Practices in HR
- › 4.2 Identifying Barriers to Effective D&I Implementation
- › 4.3 Developing Inclusive Recruitment Strategies
- › 4.4 Crafting Tailored Training Programs for D&I
- › 4.5 Measuring the Impact of D&I Policies
- › 4.6 Creating a Sustainable D&I Action Plan

• 5 Measuring the Impact of D&I on HR Outcomes — 6 classes

- › 5.1 Analyze Key Metrics for D&I Impact Evaluation
- › 5.2 Identify Challenges in Measuring D&I Outcomes
- › 5.3 Assess the Relationship Between D&I and Employee Performance
- › 5.4 Establish Benchmarking Practices for D&I Initiatives
- › 5.5 Apply Data-Driven Strategies to Enhance D&I Efforts
- › 5.6 Develop Action Plans Based on D&I Impact Findings

• 1 Understanding the Foundations of Diversity and Inclusion in HR

— 6 classes

- › 1.1 Define Key Concepts in Diversity and Inclusion
- › 1.2 Explore the Legal Framework Supporting Inclusion in HR
- › 1.3 Identify the Benefits of Diversity in the Workplace
- › 1.4 Analyze Real-World Case Studies on Inclusion Practices
- › 1.5 Develop Strategies for Promoting Inclusive Culture
- › 1.6 Create an Action Plan for Implementing D&I in HR Initiatives

• 2 Identifying Barriers to Inclusion in Training and Development — 6 classes

- › 2.1 Recognize Common Barriers to Inclusion in Training
- › 2.2 Analyze the Impact of Unconscious Bias on Training Practices
- › 2.3 Evaluate Current Training Methods for Inclusivity Gaps
- › 2.4 Identify Specific Needs of Diverse Learners
- › 2.5 Develop Strategies to Overcome Identified Barriers
- › 2.6 Create an Inclusive Training Plan for Diverse Teams

• 3 Designing Inclusive Training Programs — 6 classes

- › 3.1 Define Inclusion: Understanding the Importance of Diversity in Training
- › 3.2 Analyze Stakeholder Needs: Identifying Diverse Learner Requirements
- › 3.3 Develop Inclusive Content: Creating Materials for Varied Learning Styles
- › 3.4 Implement Accessible Training Methods: Techniques for All Participants
- › 3.5 Evaluate Training Effectiveness: Measuring Inclusion and Engagement
- › 3.6 Foster an Inclusive Learning Environment: Strategies for Support and Engagement

• 4 Implementing Strategies for Inclusive Training Delivery — 6 classes

- › 4.1 Assessing Training Needs Through Inclusive Surveys
- › 4.2 Designing Accessible Training Materials for All Learners
- › 4.3 Implementing Interactive Training Techniques for Engagement
- › 4.4 Training Delivery: Fostering an Inclusive Environment
- › 4.5 Evaluating Training Effectiveness with Diverse Feedback
- › 4.6 Continuously Improving Training Strategies for Inclusion

• 5 Evaluating the Impact of Inclusion in Training Outcomes — 6 classes

- › 5.1 Assessing Baseline Inclusion Metrics in Training Programs
- › 5.2 Identifying Key Indicators of Training Outcomes
- › 5.3 Analyzing Participant Feedback on Inclusion Practices
- › 5.4 Measuring the Effectiveness of Inclusive Training Strategies
- › 5.5 Comparing Training Outcomes Across Diverse Groups
- › 5.6 Developing Action Plans for Continuous Inclusion Improvement

• 1 Foundations of Diversity and Inclusion in HR — 6 classes

- › 1.1 Define Key Terms in Diversity and Inclusion
- › 1.2 Explore Historical Contexts of Diversity in HR
- › 1.3 Identify Types of Diversity Relevant to the Workplace
- › 1.4 Analyze the Benefits of Inclusion for Organizational Success
- › 1.5 Assess Current Diversity Initiatives in HR Practices
- › 1.6 Develop an Action Plan for Enhancing Inclusion in HR

• 2 Identifying and Understanding Bias in HR Practices — 6 classes

- › 2.1 Define and Differentiate Types of Bias in HR Practices
- › 2.2 Recognize Personal Biases and Their Impact on Decision-Making
- › 2.3 Analyze Bias in Recruitment Processes and Procedures
- › 2.4 Evaluate Bias in Performance Appraisals and Employee Development
- › 2.5 Identify Strategies to Mitigate Bias in HR Practices
- › 2.6 Create an Action Plan for Promoting Inclusive HR Practices

• 3 Developing Inclusive Recruitment and Retention Strategies — 6 classes

- › 3.1 Analyze the Importance of Inclusive Recruitment Practices
- › 3.2 Identify Barriers to Diversity in Recruitment Processes
- › 3.3 Develop Strategies to Attract Diverse Talent Pools
- › 3.4 Design Inclusive Job Descriptions and Advertisements
- › 3.5 Implement Fair Selection Processes to Enhance Inclusivity
- › 3.6 Create Retention Strategies that Support Diverse Employees

• 4 Implementing Diversity Training and Awareness Programs — 6 classes

- › 4.1 Identify Key Components of Effective Diversity Training
- › 4.2 Analyze the Impact of Diversity Training on Workplace Culture
- › 4.3 Design Engaging Activities for Diversity Awareness Programs
- › 4.4 Develop Metrics to Assess Diversity Training Effectiveness
- › 4.5 Implement Feedback Mechanisms for Continuous Improvement
- › 4.6 Create an Action Plan for Sustaining Diversity Initiatives

• 5 Measuring and Evaluating Diversity and Inclusion Efforts — 6 classes

- › 5.1 Define Key Metrics for Diversity and Inclusion Success
- › 5.2 Identify Data Sources for Measuring Diversity
- › 5.3 Analyze Demographic Data for Inclusion Insights
- › 5.4 Evaluate the Impact of Diversity Initiatives on Workforce Culture
- › 5.5 Develop a Framework for Continuous Improvement in D&I Efforts
- › 5.6 Create a Reporting Plan to Communicate D&I Progress