

Know Your (unconscious) Biases

Program Outline



Know Your (unconscious) Biases

Whether we recognize it or not, we all harbor biases. Laws and policies help address and prevent these from turning into discrimination and inequality, but what do we do when a bias is invisible i.e. we when aren't aware of it?

It thus becomes essential to be aware of the various types of unconscious biases that affect work as well as people at work. Research shows that unconscious biases at work can impact hiring, mentoring, teamwork, promotions, interpersonal relationships, feedback, and so on.

The significance of unconscious bias at work

Compared to a conscious bias, an unconscious bias is not visible to the person. As a result, it might be challenging to identify and disrupt such a bias. Preconceived notions, stereotyping, etc. can impact the workplace, team dynamics, and the overall organizational culture.

For example, consider a manager has an unconscious bias against a specific group of people. In such a case, the manager may be less likely to hire, give opportunities or recommend people from that group. This may lead to a lack of diversity in the workplace and create an environment where people don't feel welcome or safe to challenge. Another example could be a team member with an unconscious bias against a few peers. In such a case, the person may be more likely to misunderstand their actions or make assumptions about their abilities or motives. This can be stressful and it may become difficult to work together.

The 3Q Approach to Bias Disruption

Identifying and trying to overcome unconscious biases is a lifelong journey. Thus a task that every manager and team member must take on is disrupting these biases on a regular basis to reduce their occurrence at work. The 3Q approach to bias disruption is a way to achieve this goal.

Below are the three questions to ask oneself in any situation at work to determine if one is being influenced by a certain bias and what to do to decrease the bias.

- Question 1 - What are my biases?
- Question 2 - When and how do I experience these biases?
- Question 3 - What can I do to disrupt these biases?

Objectives

The program is designed to help learners

- ▶ Define and identify different types of unconscious biases
- ▶ Analyze the impact of unconscious biases at work
- ▶ Apply steps to disrupt unconscious biases

Course Module

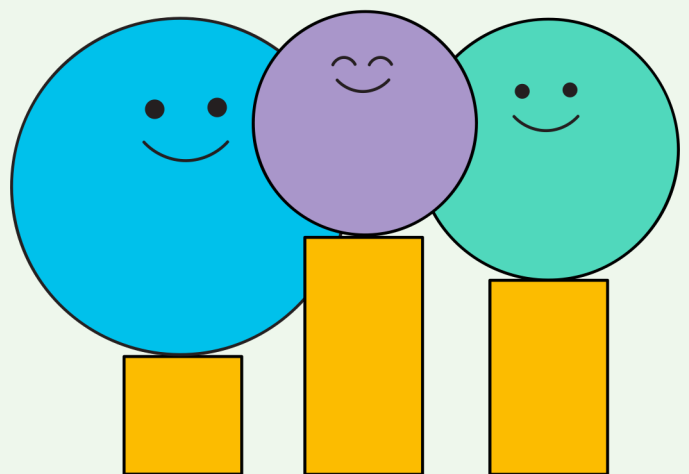
Introduction

Module 1: The Invisible Hand

Module 2: The Impact of Bias

Module 3: Disrupting Bias

Summary



Program Agenda

The following agenda can be used to run the workshop in 120 minutes. The duration of each section is only an estimate and can be adjusted based on your requirement.

Topic	Approx. Time	Training Slides
Introduction <ul style="list-style-type: none">• Introduction of facilitator• Introductory activity: Imagine• State learning objectives• Map participant expectation	10 Minutes	Presentation slides
Module 1: The Invisible Hand <ul style="list-style-type: none">• Reflection Activity: The Choice• Unconscious Bias• Types of Biases	35 Minutes	Presentation slides, Whiteboard, Scenario, Discussion, Workbook
Module 2: The Impact of Bias <ul style="list-style-type: none">• Group Activity: Tarun's Choice• Impact of Biases at Work	30 Minutes	Presentation slides, Whiteboard, Scenario, Discussion, Workbook, Breakout room (for VILT)
Module 3: Disrupting Bias <ul style="list-style-type: none">• The 3Q Approach to Bias Disruption• Find Five	35 Minutes	Presentation slides, Workbook
Wrap up and Close <ul style="list-style-type: none">• Summary of the Program• Participant Reflection• Q&A to reinforce the learning of the program and to guide on the application of the same	10 Minutes	Presentation Slides, Link to the feedback form