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Suggestions for Using the “Staff Diversity Needs Analysis”

Objectives:

- Identify training and development needs of staff regarding diversity
- Pinpoint specific areas for development
- Give information to individuals regarding personal training and/or development needs

Intended Audience:

- Staff at nonmanagerial levels in a diverse organization
- Trainees in a diversity training seminar
- Individuals wanting to increase their own ability to deal with diversity

Processing the Activity:

- Individuals respond to the statements by marking them true or false.
- Questionnaires can be collected and scored for use as a training needs assessment.
- Questionnaires can be scored by the individuals and then discussed in groups. Discussion can focus on strengths and weaknesses and areas of needed growth.
- Individuals can prioritize needs and target specific areas for growth.
- Training and development professionals can analyze scores to determine appropriate training content and design.

Questions for Discussion:

- What strengths and weaknesses emerge?
- Where are the greatest needs for growth: awareness, knowledge, and/or skills?
- How do weaknesses in these areas affect productivity? Morale? Service?
- What does this tell us about training needed by staff in specific departments?
- What do we need to find out more about?

Caveats, Considerations, and Variations:

- This questionnaire can serve as a catalyst for discussion within a team dealing with diversity. The group can identify collective weaknesses and target areas for growth and development.