



Building an Inclusive Workplace Culture Project Summary Document

Write-Up Instructions:

Create a report summarizing your project work.

- Entitle your report: Building an Inclusive Workplace Culture Work Project—Phase Number(s): [Identify the number or numbers of the phase(s) you completed.]
- After the title, list:
 - a. Your full name.
 - b. Your company's/organization's name.
 - c. Your supervisor's name and email address.
 - d. The date the project phase was completed.
 - e. The number of PDCs you are claiming.
- Provide a company/organization profile including type of business, products/services provided, years in operation, number of employees, organization's mission/vision/values/guiding principles. Limit your statement to 250 words or less.
- Tell us why your organization has decided to embark on this journey to build a more inclusive workplace culture. What factors are motivating the decision? Who is leading the discussion? Limit your statement to 250 words or less.
- Respond to the questions identified on the next page for each completed phase of the project. Limit your responses to 250 words or less for each question.

Phase 1:

Create the business case and the strategic framework for your organization's inclusive workplace culture.

1. What does your organization do well to support an environment of inclusivity? What things provide an opportunity for improvement? (Use the information gathered from your SWOT or SOAR analysis to answer this question.)
2. What challenges does your organization face that might get in the way of achieving the level of inclusivity that you desire?
3. What strategy did the workgroup develop for your organization's diversity and inclusion journey (DE&I statement, goals, objectives, KPI's etc.)?
4. Who did you present your business case to, and what was the outcome of the presentation? What were some of the concerns and recommendations made by your audience? What changes did you make to your strategy as a result of the feedback you received?
5. What change management approach did you select, and what is your plan to implement it?

Phase 2:

Build and implement a solution to a specific inclusive workplace culture challenge or opportunity in your organization.

1. What challenge or opportunity did you select, and why did you choose it? What are your organization's current practices/methods of operation in this area?
2. What steps did you take to build out and implement the solution? What challenges did you encounter, and how did you address them?
3. Who was involved in inspiring a change in culture and behavior across the organization related to the changes you made? How are you making solutions more about culture and less about compliance?
4. What outcomes occurred as a result of implementing your solution? Were they what you expected? What changes, if any, did you make to the original build-out to improve the solution?
5. What are your plans to help sustain the change and make the transformation a permanent part of your inclusive workplace culture framework?



INSTRUCTIONS FOR REDEEMING YOUR PROFESSIONAL DEVELOPMENT CREDITS

1. Complete the summary form.
 - a. **NOTE:** Activities entered on the form must have taken place during the three years of your recertification cycle.
2. Log in to your certification portal at portal.shrm.org.
3. Click on Add PDCs, select “no” when asked if you have an activity code, then select the Advance Your Organization category.
4. Type in the required information, then upload the form. You must upload a correctly completed form to receive credits.
5. Submit your completed recertification record when you have 60 or more credits. Your recertification must be completed before the last date of your current recertification cycle (the final day of your birth month).