



Unconscious Bias

This program explains the concept of unconscious bias and shows learners how, if unchecked, their “gut feeling” can lead to decisions and behaviors that help some people and hinder others.

This program will help managers and employees understand:

- How unconscious bias influences our decisions and actions
- Common examples of behaviors that help some people and hinder others, including how tasks are assigned and who gets heard in meetings – and, for managers, guidance on who gets recruited and hired and who gets recognized and advanced
- The importance of awareness of different perspectives and empathy for others
- How to spot mistaken assumptions and missed opportunities in daily interactions
- Practical strategies to minimize the impact of unconscious bias and how to recognize and set aside old patterns to become more inclusive

The interactive features of this program capture anonymous learner feedback about perceptions of unconscious bias, as well as the learner commitment to a particular strategy to manage unconscious bias.

Your workforce will learn how to make better decisions and will have direct access to Emtrain’s subject matter experts. This allows them to ask workplace questions anonymously via our innovative Expert Q&A feature.

Program Length

- 30 minutes (manager)
- 20 minutes (employee)

Languages

- English

Audiences

- Manager and employee program versions

Admin Optional Timer



Content Summary

Lesson Title	Lesson Content	Manager version	Employee version
1. Building Stronger "People Decision" Skills	Program introduction: unconscious bias is a universal process that reflects how our brains quickly process information – but it can have really important implications when it comes to the “people decisions” we make every day.	X	X
2. Overview of Unconscious Bias	An introduction the concept of pattern matching and unconscious bias. What are they - and do they influence our decision-making and the way get along with co-workers, clients and customers.	X	X
3. The Negatives of Pattern Matching	How unconscious bias can skew our perceptions and decisions - and lead to challenges for people and our organization.	X	X
4. Microaggressions	What are microaggressions and how can unconscious bias lead to words and actions that others find awkward, disrespectful or offensive?	X	X
5. Strategies to Minimize Unconscious Bias	A practical approach to making decisions that minimize the impact of unconscious bias.	X	X
6. Who Does More Tasks?	Unconscious bias can influence who on the team is assigned the mundane "support tasks. And that influences who's valued, perceived as contributors or burdened. How it happens and practical guidance to avoid problems.	X	X



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7. Who Gets Heard in Meetings?	Unconscious bias can influence who gets heard in meetings - and who is perceived as a leader and contributor. How it happens and practical suggestions to avoid problems.	X	X
8. Who Gets Recruited and Hired?	Unconscious bias can influence who gets interviewed, how we evaluate candidates and who gets hired. How this happens and practical suggestions to avoid problems.	X	
9. Who Gets Ahead?	Unconscious bias can influence how team member performance is valued and evaluated. How this happens and practical suggestions to avoid problems.	X	
10. Brainstorming	Share your thoughts and what you can do to minimize the impact of pattern matching and unconscious bias in our workplace.	X	X
11. Post-Program Survey	Asking for learner feedback on the usefulness of the program.	X	X