

Unconscious Bias

Definition

There are two categories of bias in studies today: conscious or explicit biases and unconscious or implicit biases. Unconscious bias is usually thought of as social stereotypes that typically focus on others that are not from the same conscious area. Here are some quick facts about unconscious bias:

- Unconscious bias is more common than the conscious or explicit bias.
- Unconscious bias may not concur with the conscious bias of an individual.
- Unconscious bias may be triggered by an event or situation.

Workshop Objectives:

- Define various types of unconscious biases.
- Identify where these biases come from and how they are engrained in our decision making.
- Successfully confront unconscious biases individually.
- Identify the effects of unconscious biases in the workplace.
- Exhibit how to implement an unconscious bias-based training in the workplace.
- Identify the steps for handling an unconscious bias-based complaint at work.

TABLE OF CONTENTS

Module One: Getting Started

- Workshop Objectives
- Action Plan
- Evaluation Form
- Pre-Assignment
- Pre-Test

Module Two: What is Unconscious Bias?

- Definition
- How Does it Work?
- Triggers
- Impact
- Practical Illustration

Module Two: Review Questions

Module Three: Types of Unconscious Bias (I)

- Affinity Bias
- Halo Effect
- Attribution Bias
- Confirmation Bias
- Practical Illustration

Module Three: Review Questions

Module Four: Types of Unconscious Bias (II)

- Horns Effect
- Contrast Effect
- Beauty Bias
- Height Bias
- Practical Illustration

Module Four: Review Questions

Module Five: Types of Unconscious Bias (III)

- Conformity Bias
- Gender Bias
- Name Bias
- Ageism Bias
- Practical Illustration

Module Five: Review Questions

Module Six: Effects on Company

- Recruitment
- Employee Turnover & Low Morale
- Decreased Productivity
- Reputation
- Practical Illustration

Module Six: Review Questions

Module Seven: Mitigating Unconscious Bias

- Set Expectations
- Get Feedback
- Encourage Participation
- Train Employees
- Practical Illustration

Module Seven: Review Questions

Module Eight: Training

- What to Include?
- Who Should Be Trained?
- How to Conduct?
- Check for Understanding
- Practical Illustration

Module Eight: Review Questions

Module Nine: Promote Inclusion

- Educate
- Celebrate Differences
- Listen to Employees
- Fortify Anti-Discrimination Policies
- Practical Illustration

Module Nine: Review Questions

Module Ten: Benefits

- Workplace Culture
- Ethical
- Financial
- Legal

Practical Illustration

Module Ten: Review Questions

Module Eleven: Handling Complaints

- Gather Information
- Evaluate Credibility of the Complaint
- Interview Those Involved
- Take Action Against Offender
- Practical Illustration

Module Eleven: Review Questions

Module Twelve: Wrapping Up

- Words from the Wise
- Lessons Learned