Living Your Policy
Sharing Your Policies & Training Your Team

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sre

safety respect equity

Today's Agenda

❏ Community of Practice

❏ Building Organizational Culture

❏ History of Keilim

❏ Living Your Policy Overview

❏ Sharing Your Policy

❏ Education and Training

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Today's Learning Objectives

❏ Describe considerations for sharing and strengthening how your organization communicates about your organizational policies.

❏ Explain the importance of creating an education and learning strategy and what the research says about the effectiveness of training for workplace anti-harassment and discrimination.

❏ Identify specific strategies your organization can take to increase the effectiveness of your learning opportunities.

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Community Practices

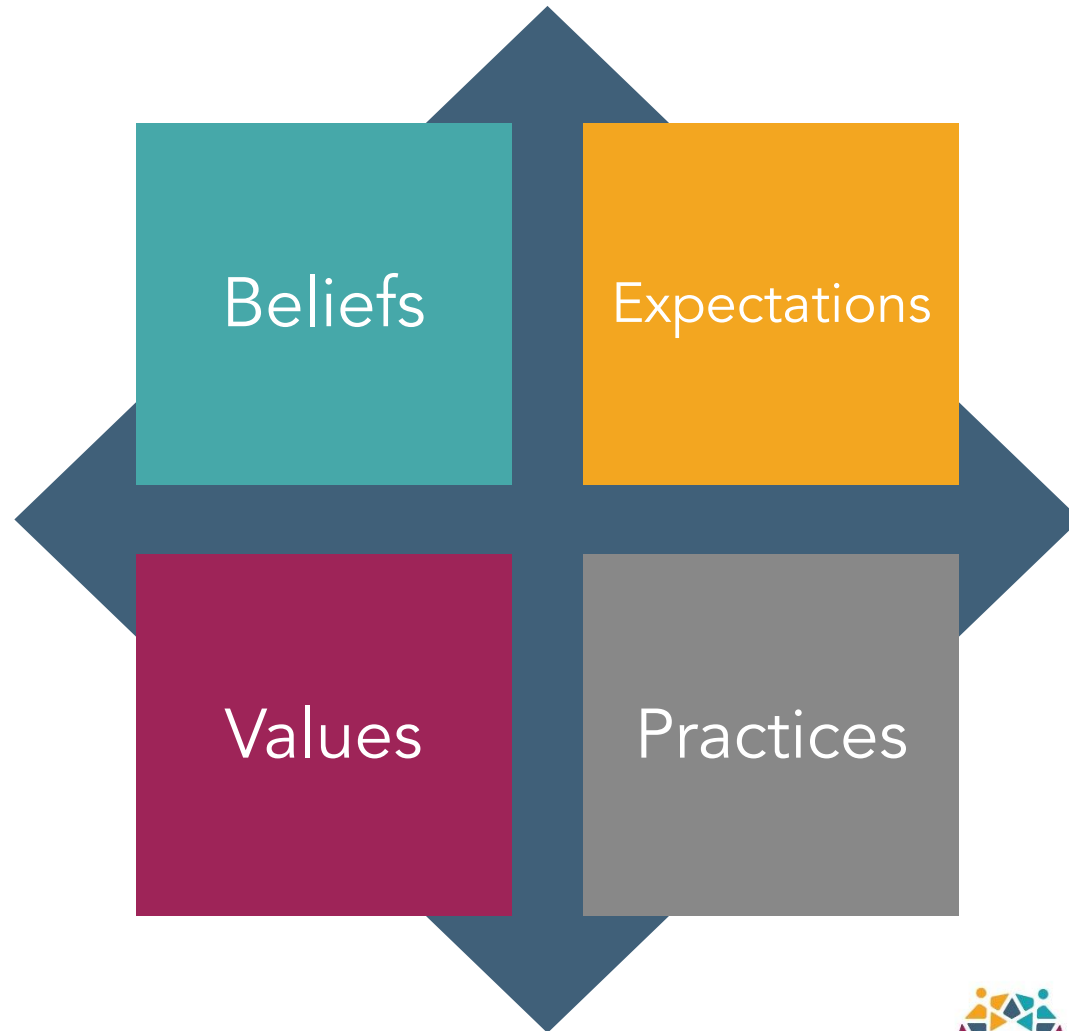Respect of experience, perspective, and identity.

Speak from your Experience.

Confidentiality means what's shared here stays here.

Take Care of yourself and your community.

Please reach out to Amee via Direct Message for anonymous feedback or safety concerns at any point during the presentation.

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Organizational Culture

Overview of Keilim

The Keilim Policy Toolkit, launched in March 2022, guides Jewish organizations to develop policies and procedures that create safer, more respectful, and more equitable environments for those who work at or access your organization.

Countries Reached

58

Users Reached

3.5K

Cities Reached

849

Explore the Six Modules of Keilim

1
Foundational Elements

2
Prohibited Conduct

3
Interaction Guidelines

4
Screening

5
Organizational Response

6
Living Your Policy

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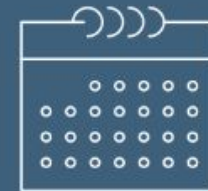
6 Living Your Policy

Education and Training

Sharing Your Policy

Review and Revision

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Considerations for Sharing Your Policy

❏ When are you sharing your policy?

❏ How are you sharing your policy?

❏ Who are you sharing your policy with?

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Timing

❏   Share or publicize the policy at regular intervals.

❏   Share the policy with those new to your

organization as part of the onboarding process

and welcome packet.

Poll: How often is your organization sharing your policy?

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Distribution Models

❏ Formal Distribution

❏ Formal and Informal Education

❏ Discussion-Based

❏ Jewishly-Grounded

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What have you done in your organization to share your policy?

Policy Stakeholders

❑ Who are you sharing the policy with?

❑ Will the full policy be shared?

❑ Are there different formats of the policy

for different groups?

Poll: Who are you sharing your policy with?

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Sample Visitor Language

To be included at an event with visitors or new members

"[Organization name] has a policy to support a safe, respectful, and equitable environment, and to encourage reporting of problematic interpersonal conduct. Copies can be found at [insert link to website page] or are available in [physical place]. Policy violations can be reported to [name of individuals]."

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Sample Affirmation Statement

Signed affirmations may be required for employees and volunteers, optional for community members, or required for everyone

"I acknowledge receipt of [INSERT ORGANIZATION'S NAME] Policy [INSERT LINK TO POLICY]. I recognize the individual and collective responsibility to prevent and address abuse, harassment, and discrimination of all forms. I commit to contributing to a culture of safety, respect and equity and doing everything I can to support [INSERT ORGANIZATION'S NAME]'s efforts in this regard by agreeing to the terms set forth within it."

Draft Policy Language

All members of [organization] will be provided with a copy of this policy and with the name of a staff member who can answer any questions about its content or applicability. All employees, volunteers, and members must sign an affirmation indicating that they have received, read, and understood the policy upon beginning employment, volunteer work, or membership, and again annually in _____.
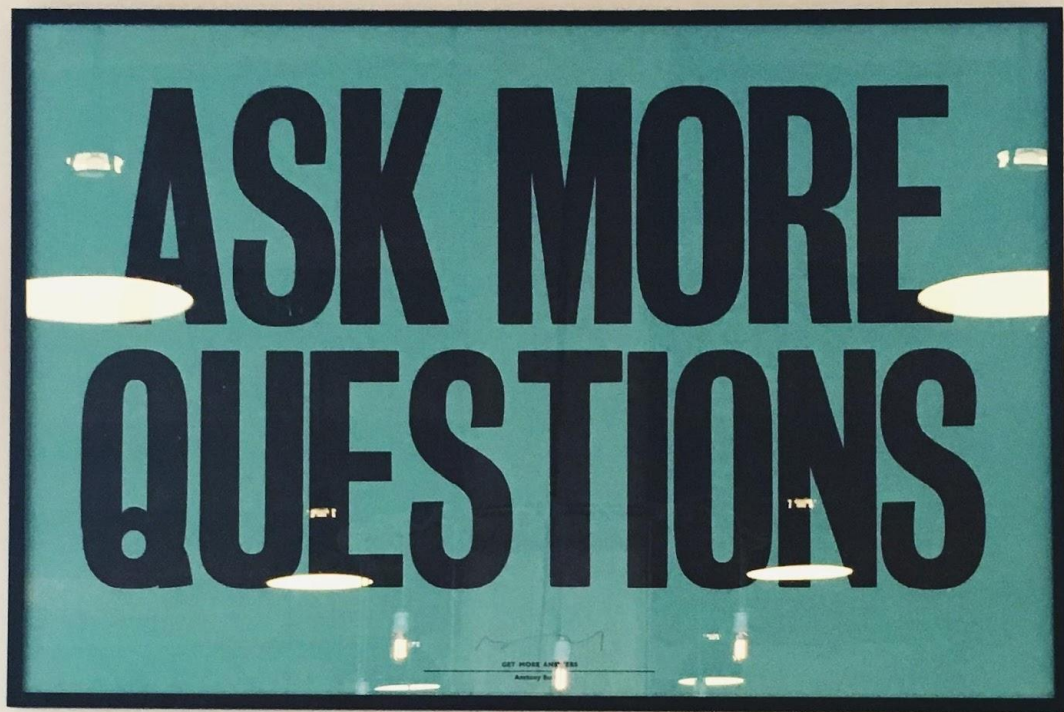
Breakout Groups

What barriers or challenges has your organization faced when sharing your policy?

Do you have any ideas of what you could implement in your organization?

ASK MORE QUESTIONS

Education and Training

As individuals we count the days, but as leaders we must count the years.
Rabbi Jonathan Sacks Lessons in Leadership (Behar: Think Long)

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The Research Tells Us Training...

❑ Is often not effective for behavior change.

❑ Often doesn't address inequalities and power dynamics.

❑ Can increase knowledge and reporting.

❑ On its own does not have a significant impact on attitudes.

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Considerations for Education and Training

- ❏ Why do we need an education plan?

- ❏ Who is learning?

- ❏ What are they learning?

- ❏ When are they learning?
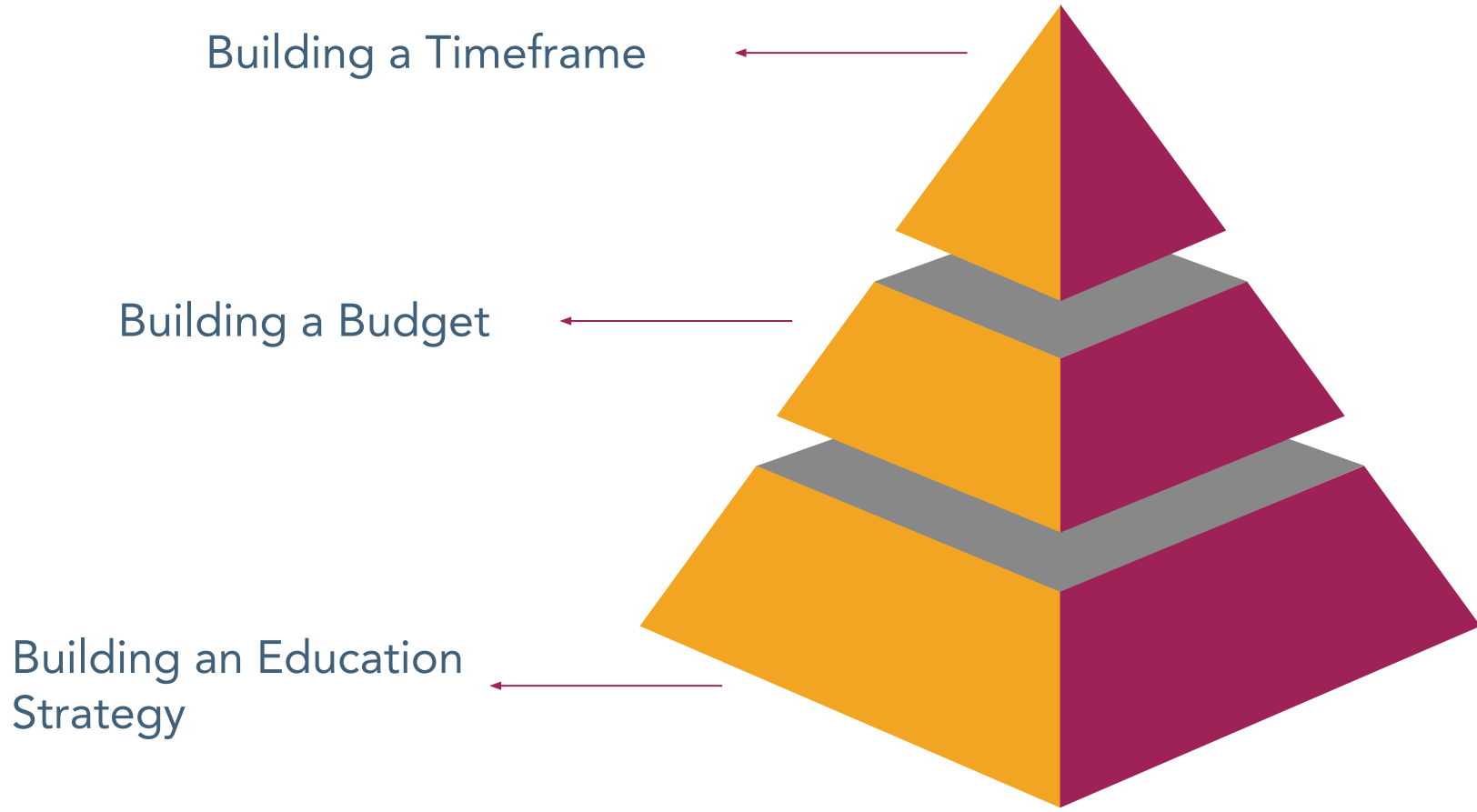
- ❏ How can we teach and learn effectively?

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Why do organizations need an education strategy to prevent and respond to workplace harassment and discrimination?

Building an Organizational Culture of Learning

Building a Timeframe

Building a Budget

Building an Education Strategy

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Scope

❏ Minimum Requirements:
- ❏ What the policy is.
- ❏ What it covers.
- ❏ Where to find it.
- ❏ How to report.

❏ Going Beyond Minimum Requirements:
- ❏ Addressing and discussing roots causes.
- ❏ Looking at organizational culture.
- ❏ Building skills to recognize and interrupt harm.

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Effective Strategies for Education and Training: Skill-Building

What is skill-building?

A training technique that provides specific and clear guidance on how to do something, as well as opportunities to practice and receive feedback. It goes beyond simply telling people what not to do or even what to do.

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Scenario

You are designing a training for managers on how to respond to disclosures of experiencing harassment and discrimination and their reporting obligations.

How can you integrate skill-building into your training?

Effective Strategies for Education and Training: Diversify Types of Learning

❏ Diversify your learning opportunities

❏ Ask "Should this be a training?"
  ❏ Knowledge
  ❏ Skills

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What are types of education or learning that aren't a training?

Effective Strategies for Education and Training: Diversify Types of Learning

❑ **Diversify your learning opportunities**

- ❑ Formal training with internal or external facilitator(s)
- ❑ On-the-job training
- ❑ Observation
- ❑ Online self-led courses (such as LinkedIn Learning)
- ❑ One-on-one meetings with supervisor(s)
- ❑ Self-led activities with clear objectives
- ❑ Reading an article and discussing

- ❑ Integrating skill-practice into a staff meeting
- ❑ Lunch and learns
- ❑ Staff book clubs
- ❑ Bringing in a guest presenter
- ❑ Professional development opportunities (training, classes, coaching, etc)
- ❑ Pre-work before training

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Scenario

There is an employee in your office who often makes comments about other people's bodies. This has included comments such as "That dress looks great on you Ari. You look so much thinner!" and "Wow, I wish I could eat that many hamantaschen and still have my butt look that good."

- What's the problem?
- What are the questions to ask yourself about how to address it?
- What kind of learning could be used to address this situation?

Effective Strategies for Education and Training: Continued Engagement

❏ How are you ensuring a training isn't a one-off?

❏ How are you building in follow-up opportunities?

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Effective Strategies for Education and Training: Choosing the Right Trainer

❏ Experienced in the type of training you are providing.

❏ Evidence-based materials and are grounded in the experiences of those most directly impacted.

❏ Follows principles of effective adult learning.

❏ Uses an holistic approach for pre and post training engagement and evaluation.

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Scenario

You surveyed your staff to learn more what topics they want training on related to sexual harassment and discrimination. There was a large interest in how to navigate microaggressions and harmful statements in the workplace. You decide to bring in a trainer to lead a training on bystander intervention in the workplace.

What questions would you ask when vetting trainers?

Effective Strategies for Education and Training:
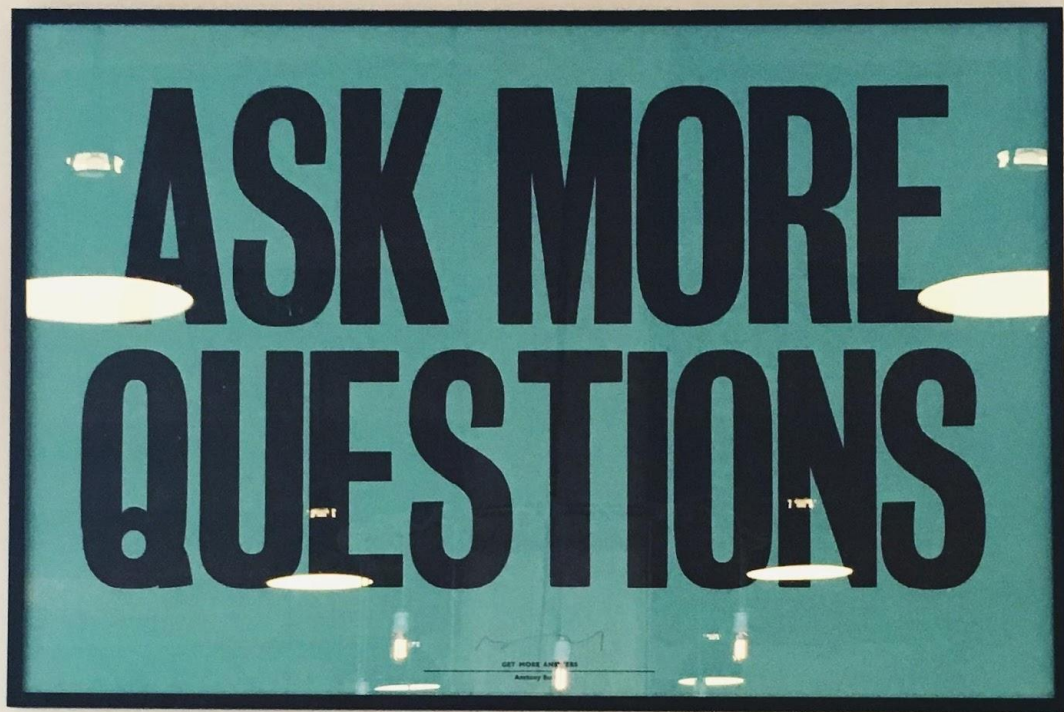## Interactive, Engaging, and Varied Teaching Methods

❏ Adult learning practices.

❏ Relevant examples.

❏ Different types of teaching methods.

❏ Ensuring there are different ways to interact and engage with the material.

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לֹא עָלֶיךָ הַמְּלָאכָה לִגְמֹר וְלֹא אַתָּה
בֶן חוֹרִין לְהִבָּטֵל מִמֶּנָה.

It is not your duty to complete the work, but neither are you free to desist from it.

R' Tarfon, Pirkei Avot 2:16

Share on the Whiteboard

What is one action step your organization is committed to taking after today's session?

Sources

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UN Women. (2020). <u>Stepping Up to the Challenge: Towards international Standards on Training to End Sexual Harassment</u>.

Further Reading

Cooks, G. (2020). [How a Lack of Negative Criticism Can Make NGO Employees Feel Unsafe](). Stanford Social Innovation Review.

Bob Pike Group (2013). [5 Reasons You Don't Need Training]().

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