



# Certificate in Workplace Diversity and Inclusion

**Vskills Certifications**

Vskills Brochure



Skills for a secure future

# Certificate in Workplace Diversity and Inclusion

Diversity refers to the existence of differences within a given setting. In the context of workplace it denotes differences in race, ethnicity, gender identity, age and more. Inclusion is the practice of ensuring that people from diverse backgrounds, have a sense of belonging and support from the organization.

Diversity and inclusion helps companies to bring new perspectives and backgrounds to the table by making everyone in the diverse mix feels involved, valued, respected, treated fairly, and embedded in your organizational culture.

## Why should one take certification in Workplace Diversity and Inclusion?

The Vskills certification in Workplace Diversity and Inclusion helps you enhance and develop knowledge and skills for driving cultural change through diversity and inclusion initiatives in your organization.

The certification also attests to your skills to better develop and implement workplace diversity and inclusion initiatives.

The certification covers

- Workplace Diversity and Inclusion Basics
- Assessing Organizational Diversity and Inclusion
- Hiring and Retaining Diverse and Inclusive Talent
- D&I Policy and Governance
- Rights of Persons with Disabilities Act, 2016 and other Acts

## Who will benefit from taking Vskills Workplace Diversity and Inclusion certification?

HR professionals and managers, team managers and supervisors, executives responsible for strategic culture efforts should undergo this course. The certification also validates your D&I skills to become a D&I officer in corporates / MNCs or work as a D&I trainer.

## Test Details

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%)

There is no negative marking in this module.

### Fee Structure

Rs. 3,499/- (Excludes taxes)\*

\*Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

### Companies that hire Vskills Workplace Diversity and Inclusion Professional

Workplace Diversity and Inclusion Professionals are in great demand. Companies specializing HR consultancy, audit and compliance, are constantly hiring skilled Vskills Certified Workplace Diversity and Inclusion Professional. Various public and private companies also need D&I Professional for their requirements.

# Table of Contents

## 1. Disability Fundamentals

- 1.1 What is Disability?
- 1.2 What is Impairment?
- 1.3 Disability Types and Considerations
- 1.4 Physical Challenges in the Workplace
- 1.5 Personal challenges in the workplace

## 2. Workplace Diversity and Inclusion Basics

- 2.1 Workplace Diversity Basics
- 2.2 Workplace Inclusion Basics

## 3. Assessing Organizational Diversity and Inclusion

- 3.1 What is DEI Assessment?
- 3.2 Dimensions of D&I to Measure
- 3.3 Measuring D&I
- 3.4 Choosing D&I Metrics
- 3.5 Tools to Measure D&I
- 3.6 Assessment Process
- 3.7 Performing Organization-wide DEI Survey
- 3.8 Applying D&I Focus Groups
- 3.9 Evidence-Based Approach for D&I
- 3.10 D&I Index

## 4. Hiring and Retaining Diverse and Inclusive Talent

- 4.1 What is D&I Hiring?
- 4.2 What is the Relevance of D&I Hiring
- 4.3 D&I Recruitment Strategies
- 4.4 D&I Job Descriptions
- 4.5 Addressing D&I Recruitment Bias
- 4.6 Having Diverse Interview Panel
- 4.7 Flexible Work for D&I
- 4.8 D&I and Mentorship

## 5. Fostering an Inclusive Culture

- 5.1 What is Inclusive Culture?
- 5.2 Importance of Inclusive Culture
- 5.3 Components of Inclusive Culture
- 5.4 Steps to Develop an Inclusive Culture
- 5.5 Examples of Inclusive Workplace Cultures

## 6. D&I Policy and Governance

- 6.1 What is Corporate Governance?
- 6.2 Diversity & Inclusion (D&I) Management
- 6.3 DE&I Policy
- 6.4 DE&I Governance Structure
- 6.5 DE&I and Commitment from the Top
- 6.6 DE&I Vision, Mission and Strategy
- 6.7 DE&I and Corporate Social Responsibility
- 6.8 DE&I Measurement and Accountability
- 6.9 Inclusive Leadership

## 7. Rights of Persons with Disabilities Act, 2016 and other Acts

- 7.1 Overview of Rights of Persons with Disabilities Act, 2016
- 7.2 Disabilities Covered
- 7.3 Rights of Disabled Persons
- 7.4 Educational Safeguards
- 7.5 Legal Recognition and Safeguards in RPwD, 2016
- 7.6 Social Security and Healthcare in RPwD,2016
- 7.7 Punishment in RPwD,2016
- 7.8 RPwD Act, 2016 and Private Employers
- 7.9 UN - Convention on the Rights of Persons with Disabilities (CRPD)
- 7.10 Other International Instruments for the Rights Of Persons with Disabilities
- 7.11 Global Diversity and Inclusion

## Certifications

- ▶ **Accounting, Banking & Finance**
  - Certified GST Professional
  - Certified AML-KYC Compliance Officer
  - Certified Business Accountant
  - Certified BASEL III Professional
  - Certified GAAP Accounting Standards Professional
  - Certified Treasury Markets Professional
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  - Certified Hadoop and Mapreduce Professional
- ▶ **Cloud Computing**
  - Certified Cloud Computing Professional
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- ▶ **Digital Media**
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  - Certified Inbound Marketing Professional
  - Certified Digital Marketing Professional
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  - Certified Export Import (Foreign Trade) Professional
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- ▶ **Hospitality**
  - Certified Restaurant Team Member (Hospitality)
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  - Certified HR Staffing Manager
  - Certified Human Resources Manager
  - Certified Performance Appraisal Manager
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  - Certified Office Administrator
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  - Certified Scrum Specialist
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  - Certified Corporate Law Analyst
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  - Certified Business Intelligence Professional
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  - Certified PHP Professional
  - Certified Selenium Professional
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  - Certified iPhone Apps Developer
- ▶ **Security**
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  - Certified Network Security Professional
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  - Certified Leadership Skills Professional
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  - Certified Public Relations Officer
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& many more job related certifications

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