

**Galion City Health Department**

**Proposal**

**2/22/24**

The Diversity Center is a human relations organization that has been dedicated to eliminating bias, bigotry, and racism in Northeast Ohio for over 90 years. Originally founded as the National Conference for Christians and Jews (NCCJ), today we focus on increasing knowledge, raising awareness, and building skills to help create communities that are safe, respectful, and inclusive to all members. We provide in-school programming, conferences, and retreats for students. We also provide consulting services to help create organizational cultures that recognize, value, and celebrate differences, thus leading to more inclusive and productive work environments.

The following proposal includes an overview of our program offerings. The Diversity Center’s programming style is a combination of both experiential and discussion-based learning sessions, structured around the goals and intended outcomes agreed upon by The Diversity Center and Galion City Health Department.

This proposal is a working document between Galion City Health Department and The Diversity Center, and has been created to share our organizational scope and sequence given the information Galion City Health Department has provided. This document is not meant to serve as a contract/binding agreement and can be amended by both parties until an agreement is reached. Upon this decision, The Diversity Center will issue a standard contract that includes the final proposal.

The Diversity Center is dedicated to the development and design of impactful initiatives. All programs must be scheduled at least 30 days in advance. Additional charges may apply for expedited sessions. All assessments must be completed at least 3 weeks prior to the date of the first scheduled session. If the assessments are not completed by the agreed upon date, additional charges will apply for the expedited shipping of class materials. Unless otherwise noted, all program costs include: preparation, program facilitation, materials, and post-evaluation. Please note that a contract must be executed within 30 days from the date of this proposal or prices may be subject to change.

Respectfully submitted,



Jeff Modzelewski

*Director of Engagement, SHIFT Consulting*

**Partnership Overview**

Diversity, equity, and inclusion are critical components to the success of an organization.  Research continues to demonstrate that when effectively managed, diverse workforces are more productive, innovative, creative, and better at solving complex problems. While the benefits to fostering inclusion in the workplace are well documented, developing systems and practices that allow for these benefits to be realized can be both a rewarding and challenging experience.  At The Diversity Center, we are here to support your efforts and help you to leverage and meet the needs of your workforce.  We will partner with you to turn diversity and inclusion into an intentional and strategic advantage that benefits the individuals and teams within your organization, and ultimately the overall success of Galion City Health Department.

The following proposal will include customized content designed specifically for the unique needs and culture of Galion City Health Department, coupled with the provision of insights from experts in the field of diversity and inclusion, and information on best practices.

**Program Descriptions**

**Creating Inclusive Workplaces**

This foundational professional development workshop serves as an introduction to concepts of diversity, inclusion, equity and belonging in the workplace. In this session we will explore and discuss the importance of intentional inclusion and the detriments of exclusion in organizations.

Participants will learn how their own unique identities shape their experiences and impact their day-to-day interactions with others. They will learn strategies for recognizing bias and disrupting its effects on employee and customer/client relations, which can manifest in exclusionary behavior, speech, and practices. Participants will examine the role of bias in communication and receive tools that will aid them in addressing exclusionary behavior when it occurs. Additionally, tips and best practices for receiving critical feedback regarding the negative impact of exclusion will be provided.

Finally, participants will consider opportunities to facilitate inclusion and belonging in the workplace and leave with greater confidence in their ability to create inclusive spaces where everyone is respected, valued, and appreciated.

**SAGA (Sexuality and Gender Acceptance): An LGBTQ+ Workshop**

In this LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, and Queer) focused workshop, participants will explore the social and cultural impacts of identifying as LGBTQ+ in the U.S. today. Key concepts and competences for working with members of these communities will be explored. Some key concepts explored include: gender pronouns, definitions of sexual orientations, explanations of preferred/updated language, and statistics regarding the implications of LGBTQ+ discrimination.

Participants will be better prepared to address biased language and inequities toward the LGBTQ+ community. Attendees will also engage in an in-depth simulation that will increase their awareness of the challenges and barriers faced by members of the LGBTQ+ community, examine how intersecting identities impact the way people navigate a variety of environments, and investigate manifestations of privilege through interpersonal and systemic experiences. They will leave with increased confidence in their ability to create a workplace that is respectful, inclusive and affirming for all.

**Hourly Consulting Services**

As Diversity, Equity, and Inclusion specialists, we can be a resource for your organization to incorporate diversity and inclusion into your strategic plan. A member of our team can attend meetings, advise on policies, review documents, and provide a dedicated diversity and inclusion lens for your strategic planning process. We can also conduct 1-1 meetings to better understand the current diversity and inclusion climate and explore areas of growth and work with members of your team to co-create diversity and inclusion programs for your team.

**Workshop Responsibilities**

**Galion City Health Department: Responsibilities**

* Assignment/ sign-up for participants to each session
* A large room with moveable chairs
* AV equipment for each session
* Any refreshments or food desired
* Ensure that any assessments are completed no later than 3 weeks prior to the program date
* Participants who arrive more than 30 minutes after the start of the program may not be permitted to participate
* For virtual programs, forward Zoom link and any pre-work to participants
* For virtual programs, assure that all participants have access to the necessary technology to fully participate in the program. This includes their own computer or tablet with an embedded speaker and microphone, or an external speaker and microphone that connects to the computer and tablet. The computer or tablet must have access to Zoom
* For in-person programs, print out participant handouts (handouts will be sent over approximately 1 week prior to the program)
* There is a maximum of 50 participants per session

**The Diversity Center of Northeast Ohio: Responsibilities**

* The design for each session
* Program delivery
* Materials and supplies
* Evaluation at the end of the workshop
* For virtual programs, send out Zoom link and any pre-work at least 1 week prior to the program
* Follow the most up to date COVID-19 Guidance for Businesses found on the CDC's website at: https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

## Please note: all Diversity Center programming can be facilitated virtually. Decisions regarding whether the programming is done in-person or virtually will be made 30 days in advance of the date of the workshop, and based on Guidance from the CDC.

 **Cost for Services**

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| **Service** | **Length** | **Total Cost** | **Additional Comments** |
| Standard Workshop | 3-4 Hours | $3,200 (discounted from $4,000) |  |
| Hourly Consulting Services | ~10 Hours | $470/hour | *Length and scope of project will be decided upon jointly by The Diversity Center and Galion City Health Department* |

**Total cost of this partnership will not exceed $10,000**

**Why partner with us?**

Diversity Center programs follow best practices for adult learners. The program will be highly interactive, collaborative in nature, and focused on practical applications for Galion City Health Department. The Diversity Center of Northeast Ohio staff will partner with your team to leverage the collective knowledge, experience and expertise of all participating members. Additionally, content will be delivered via a combination of lecture, activities, and multimedia formats. Participants will have the opportunity to engage in exploratory and reflective discussions, group debrief sessions, and anonymous real-time polling.

As part of a mission focused non-profit organization, we are committed to providing you with high impact, sustainable initiatives that are tailored to your unique needs and grounded in evidence-based practices. We are dedicated to creating workplaces where everyone is connected, respected, and valued, and specialize specifically in culture, diversity, equity, and inclusion. By partnering with us you also support the work that we do with all ages. In addition to our professional services division, *SHIFT* Consulting, and our premiere leadership program, *Lead* DIVERSITY, our School & Youth division provides year-round diversity centered workshops, conferences, and retreats for students. These programs empower thousands of youth and youth-serving professionals to build environments that promote respect, acceptance, and inclusion.