

Diversity, Equity, & Inclusion (DEI)

Cultivating Inclusion in the Workplace

Explore ways to make the workplace more inclusive for everyone.



Implementing this Learner Challenge

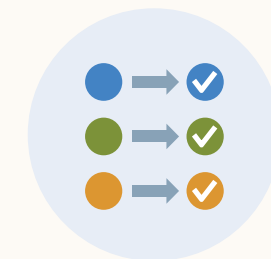


Learner Challenges are a great way to get your whole organization involved in learning.

With the resources in this toolkit, you can get started in a few simple steps:



Familiarize yourself with the learning calendar on [page 03](#)



Follow our recommended comms plan for your challenge on [page 04](#)



Learn how to get your whole organization involved on [page 08](#)

Learner calendar

The calendar in your download kit maps out a detailed learning journey for your team. It includes bite-sized courses that take 5–10 minutes to complete, helping your team make time for learning.

Include this in your kickoff email to your learners on the first day of your challenge so they can track their journey as they go.

Download calendar



Cultivating Inclusion in the Workplace

Explore new videos each day that can be completed in around 5 minutes. Don't worry if you miss a day — you can always catch up tomorrow.

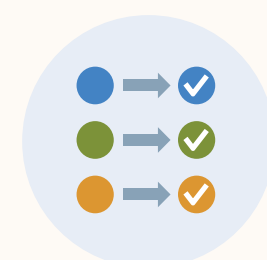
Monday	Tuesday	Wednesday	Thursday	Friday
<p>Challenge starts tomorrow!</p>	<input type="checkbox"/> Understand Cultural Diversity in the Workplace <small>(4m 50s)</small>	<input type="checkbox"/> Fundamentals of an Inclusive Mindset <small>(4m 48s)</small>	<p>Activity: What was the biggest takeaway you learned about having an inclusive mindset?</p>	<input type="checkbox"/> Importance of Gender-Neutral Language <small>(3m 19s)</small>
<input type="checkbox"/> Acknowledge LGBTQ+ Workplace Barriers <small>(4m 40s)</small>	<input type="checkbox"/> Avoid Microaggressions <small>(3m 41s)</small>	<input type="checkbox"/> Practicing Patience for Empathetic Inclusion <small>(5m 29s)</small>	<p>Activity: What are the most impactful ways you think you can practice patience in your interactions in the future?</p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/>	
<input type="checkbox"/> Building a Foundation for Safe Spaces <small>(2m 40s)</small>	<p>Activity: What are the top 3 takeaways from the videos you've explored?</p>	<input type="checkbox"/> Diversity Topics Can be Polarizing <small>(3m 48s)</small>	<input type="checkbox"/> Perception vs. Reality: Time to Elevate the Playing Field <small>(1m 25s)</small>	
<input type="checkbox"/> The INCLUDE Model <small>(1m 51s)</small>	<p>Activity: List the 2-3 learnings you can put into action in your workplace.</p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/>			

Recommended comms plan for your challenge

Use this easy-to-follow comms plan will help you keep your team informed at every step of your Learner Challenge.

With suggested messaging, and some practical tips and advice for creating engagement, this is all you need to launch a successful challenge.

You'll also find themed images and banners in your download kit to help promote your emails.



01

Choose a start date and send a launch email to your team.

Use the email template on [page 06](#) of this toolkit to help you get started.

02

Send a reminder.

Do this a few days into the challenge to catch anyone who missed the first email.

For example: Have you joined in our “Cultivating Inclusion in the Workplace” learning challenge yet? Luckily for you, there’s still plenty of time to get involved.

Recommended comms plan for your challenge



Promote your campaign on the learner homepage.

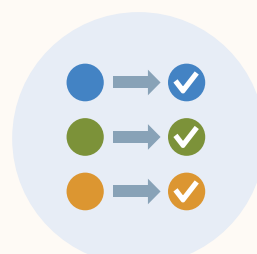
Learn how to do this on [page 07](#).



Get your whole organization involved.

Learn how to do this on [page 08](#).

Download promotional banners



03

Prep for the final stretch.

Send a second reminder close to the end of the challenge so you can help spur your learners on.

For example: There's still time to get involved with our latest Learning Challenge, "**Cultivating Inclusion in the Workplace**". Check out the calendar I emailed on [<date>](#) and discover how to make the workplace better for everyone.

Celebrate.

Send a positive wrap-up message to celebrate your team's effort.

04

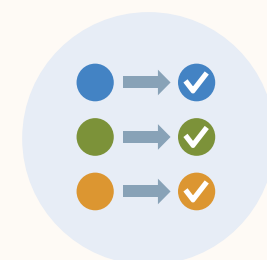
For example: Thank you for taking part in the "**Cultivating Inclusion in the Workplace**" Learning Challenge. We hope you've come away with a deeper understanding of how we can all work toward a better workplace for everyone.



Launch email template

Use this email template to kick off your campaign and share the learning calendar with your team.

Download email banners



Subject line: Expand your DEI knowledge

Cultivating Inclusion in the Workplace

LinkedIn Learning



Hi Team,

We've all heard the term "Diversity, Equity, and Inclusion," but what does it mean for us in the workplace? This month I'm excited to share a Learner Challenge running from **<start date>** to **<end date>** to discover ways to broaden your understanding of inclusion in the workplace.

I've attached a calendar of selected LinkedIn Learning videos that'll just take about 5 minutes a day.

I'll also send a reminder later in the month, but it's worth starting early and staying on track. If you have any questions in the meantime, feel free to reach out.

Happy learning!
<Name>

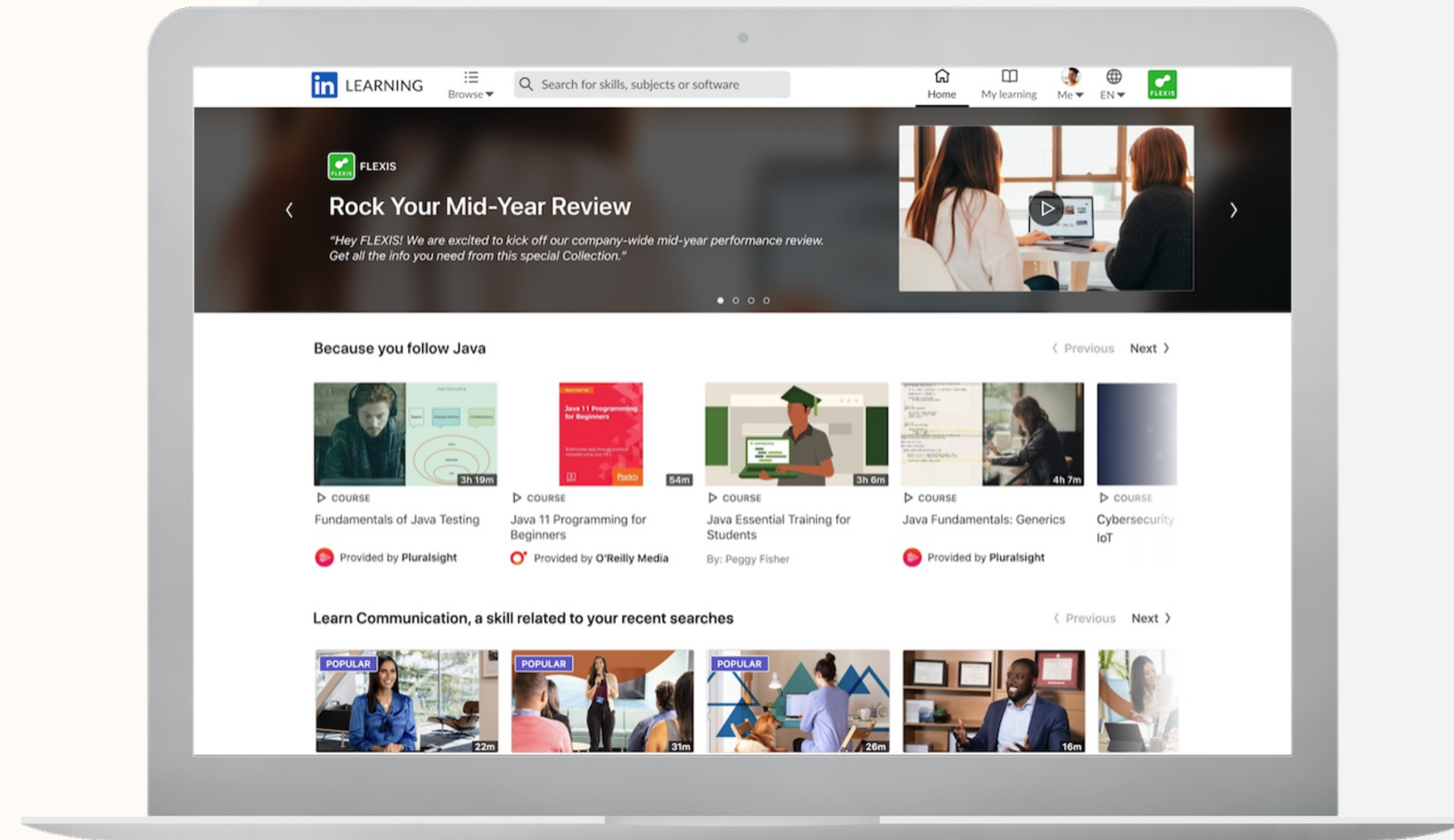
Promote your campaign on the homepage.

With a [LinkedIn Learning Hub](#) account, you can promote Learner Challenges within your organization by creating a campaign that displays on the learner homepage.

The learner homepage banner is customizable and you can add your company logo to ensure your campaign stands out to your learners.

Click below to watch a short video on setting up your own homepage campaign.

Watch now



Tips and tricks to get more people involved in your L&D goals

LinkedIn data has shown that most team leads and executives are eager to support learning programs.

Here are a few ways to leverage executive influence to inspire employees to learn.



01

Have executives record a video or provide a one-sentence quote.

Be motivational and inspirational to get your team excited about learning, rather than feeling pressured to participate.

02

Include reminders in organizational communications.

Gentle reminders go a long way. Especially if you acknowledge your appreciation that your team is using their free time for learning.

03

Cultivate friendly competition.

Make things competitive with goals and rewards for your top learners in order to motivate more people to get involved.

04

Encourage your learners and team leads to share their favorite courses.

With so many courses available, it can be hard to know where to begin. Asking participants to share and discuss their favorite lessons is a great way to encourage conversation around the challenge and increase uptake.

Thank you.

We hope you found this toolkit useful.

Don't forget to check out other Learner Challenges available on our website.

[View more Learner Challenges](#)