

## Training Brief: Employee Diversity, Equity, and Inclusion Training

Organized the Diversity, Equity, and Inclusion Committee

Council Chambers

TBD August 2023

### Background

On the recommendation of the ad-hoc Civil Rights Committee, which was established in response to growing racial unrest and George Floyd's death in 2020, The Cape Elizabeth Town Council formed the Diversity, Equity, and Inclusion Committee as a standing committee in late 2021. The committee launched in January 2022 with a three-pronged charge:

1. Advise and recommend policies and practices to promote diversity, equity, and inclusion (Systems)
2. **Educate the community to promote diversity, equity, and inclusion awareness and anti-racism (Culture)**
3. Elevate community engagement to better understand community views and concerns about diversity, equity, and inclusion (Knowledge)

Over time, the committee seeks to engage community members with myriad perspectives to evolve the culture of our town so **all** residents feel welcome, feel they belong, and can thrive.

Enacting cultural change takes years, if not decades. Establishing trust and building wider support for the effort relies on those most visible in the community. Engaging the town's employees in the effort to drive this positive change is a critical, first step in the right direction. Town employees are on the front lines with residents and will play a vital role in making our town more welcoming.

### Audience

The employees of Cape Elizabeth

### Objective

To educate the community to promote diversity, equity, and inclusion awareness and anti-racism so all residents feel they belong, and matter.

### Strategy

To design and deliver a meaningful DEI Training for town employees in August 2023 during Employee Appreciation Day.

### Tone

The tone of the training (day of) and communications (prior to and following) must be welcoming, educational, non-judgmental, transparent, empathetic, appreciative, and authentic.

### The "one" thing

If nothing else, the DEI Training will demonstrate to employees of Cape Elizabeth how increased awareness of, and commitment to, diversity, equity, and inclusion benefits them, their departments, Cape Elizabeth residents and our community.

### **Must-have content/activities/timing**

- Gain support of Town Manager (R. Davis) – Done
- Initial meeting with Department Heads to ask questions (R. Davis)
- Initial conversations with possible facilitators (C. McAnuff) – by 3/15/23
- Gather feedback from DEI Committee – at 3/15/23 meeting
- Draft RFP for DEI Committee input – for April meeting
- Present Training Brief, draft RFP, and potential facilitators' contact information to Town Manager (R. Davis) – by May 1, 2023
- Engage facilitator (Town Manager) – by June 1, 2023
- Sub-committee on Culture collaborates with facilitator to design training in June + July
- Deliver DEI Training in mid-August; collect evaluation same-day
- Sub-committee debrief and report to DEI Committee – for September meeting

### **Budget**

The budget will be driven by the investment made in the facilitator(s) selected to develop and deliver the training. Because the training takes place during the town's Employee Appreciation Day, there are few, if any, additional expenses.