

DEIB Skill Development Plan Outline

Step 1: Identify current knowledge, skills and competencies relative to your work environment

Consider:

- What am I skilled at or knowledgeable about?
- What am I not skilled at or knowledgeable about?
- What's essential to successfully advocate for the needs of my workplace?

“I am confident in my knowledge/skill/competence of... I am less confident in... This is what's essential for my organization's DEIB mission...”

Step 2: Decide which knowledge, skill and competency areas to develop

Consider:

- Of the essential knowledge, skills and competencies I identified, what is urgent and attainable?
- Are there any barriers preventing me from elevating these essential knowledge, skills or competencies?
- What are realistic and timely solutions to mitigate these barriers?

“Topic X is relevant to my workplace because... I can explore the topic more by... A challenge I may encounter is... and I will address it by...”

Step 3: Assess and develop your resource inventory

Consider:

- What tools and resources do I have available and accessible to me?
- What do I need that isn't available or accessible to me?
- How can these resources be used to cultivate my strengths?
- How can I gain access to them?

“My organization provides access to... and I need access to... therefore, I have to...”

Step 4: Set goals

Consider:

- What are 2-3 actions that I can take to effectively develop my knowledge, skills and competency areas?

- How do I imagine this action successfully addressing a specific need or challenge of my workplace?
- When do I expect this process to start and end?

“By...[date]...I want to develop...[knowledge, skill or competency area]...in order to...[your goal for your workplace]”