



# Equality Impact Assessment

bespoke programmes



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## Overview

Our E&D specialists organise and facilitate programmes and workshops for many different organisations to meet specific needs. The programmes are for organisation's specialists and senior managers who are responsible for Equality Impact Assessments.

Using established material and approaches we will provide consultancy and develop learning interventions that are delivered to meet your specific needs.

In many cases, the customisation of the programme is primarily in the facilitation, using examples from your organisation and working with your processes and procedures. In others, a complete bespoke approach is required - as described later in this document.



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## Who Should Attend?

This workshop is for anyone who wants to lead, manage or be involved in impact assessments.

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## Programme Example – 2-Day EqIA Workshop

This is an example of a comprehensive 2-day programme we facilitate. This outline is also used as the foundation for development of customised and bespoke designs.

### Introduction – Background to EIA's

- Institutionalised 'ism's'

### The Benefits of Undertaking an Equality Impact Assessment

- What is it?
- Why do it?
- What are the benefits for our customers and us?

### Legal Overview

- Main pieces of legislation that apply to impact assessments
- Discrimination - overview

### The Process – Step-by-Step

- Screening for Likely Impact
- One Step Further – partial assessment
- A Full Impact Assessment
- Methods of data collection
- Consultations
- Monitoring and publication of results

## Day Two

### Process for Establishing Needs

- How to determine adverse impact
- Identifying Functional Areas and Policies
- Identifying relevance of function to equality factors

### Putting it into Practice

- A chance to look at real case studies of EIA's conducted by other organisations
- Practical exercises to try out the EIA process – participants use one or more of your organisations' policies and begin to work through the EIA process supported by the Righttrack specialist

### Action Planning - Key Priorities for Action in my Area - Conclusion and Next Steps

- The final essential element is the action planning so that everyone has time to reflect, decide next key actions, and commit to next steps

## Bespoke Approach

If your organisation requires something special then we have a proven yet flexible approach for creating bespoke training solutions, which typically includes:

- **Step 1: Research & Familiarisation** - our training specialists work with you to research the key areas that will impact the programme design and agree project objectives. This may give guidance on process and paperwork to ensure that your EqIAs are consistently documented
- **Step 2: Confirmation of Project Activity** - once step one is complete the key areas of the project are confirmed in writing including all project steps, milestones, programme structure, supporting activity, timings and evaluation measures
- **Step 3: Preparation of Learning Content** - on receipt of your acceptance of our project plan our project team prepare the programme in line with the above steps. The content is directly specific to your organisation and the initiatives that are key to your success
- **Step 4: Implementation of Training Programme** - the programme is implemented in-line with the agreed rollout plan. We keep all lines of communication open to share feedback from participants and propose any enhancements to the process or documentation
- **Step 5: Project Evaluation** - the project is evaluated throughout its implementation against key measures decided in Step 1. These are summarised and, where appropriate, a wrap-up meeting is used to draw learning from the project and to plan any future steps

## Programme Style

The style of these interventions is to engage and to build knowledge and capability with minimal lecture and maximum interaction. We aim to leave people feeling confident and ready to make a real difference to your organisation. Activities include:

- Input, guidance and facilitation by the trainer
- Group discussion and debate
- Individual and group exercises working on organisational-specific topics

## Rightrack Membership: Post-Programme Support

Everyone who attends a Righttrack programme automatically receives Righttrack Membership. This allows them to contact their trainer if they have questions or are having difficulties putting into practice what they have learned. They also have access to our dedicated delegate website, which includes downloadable programme materials. This is valid for life.

## Additional Information

### What is the programme duration?

The programme is delivered over two days at a time to suit you. The timings are usually 9.00 a.m. to 5.00 p.m. with refreshment breaks and lunch.

### Who will the facilitator be?

The specialist Equality training consultant will be hand-picked by your personal project manager to ensure their style, approach and experience is appropriate to your organisation.

### Where and when is the training?

The programme is either delivered at your premises or a venue of your choice. When is entirely up to you, we can work with you to agree suitable timings.

### How many delegates can attend?

This programme can readily accommodate small groups of six delegates or less and up to a maximum of 15. Please call us to discuss larger group sizes.

### What materials are available?

Participants receive worksheets and handout notes, notes are also downloadable from the Righttrack website (see Membership). Delegates also receive a personalised certificate of attendance.



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## Optional 1-day programme

Due to budget and time constraints some clients ask for their programme to run over 1 day. We have an abridged version of the two-day programme described here for such eventualities.

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## Other Equality Courses

Righttrack offers a full range of equality training courses from short ½ day introductory sessions to strategic workshops for senior managers. Please contact us on 01527 595955 or visit our website [www.righttrackuk.com](http://www.righttrackuk.com) for details.

- Age Equality
  - Bullying & Harassment
  - Cultural Awareness
  - Disability Awareness – making reasonable adjustments
  - Equality & Diversity for Everyone
  - Equality & Diversity for Managers
  - Equality & Diversity for HR Specialists
  - Equality Impact Assessments
  - Faith, Religion & Belief
  - Gender Equality
  - Leading Equality & Diversity Strategy
  - Mental Health Awareness
  - Racial Equality
  - Sexual Orientation
  - The Equality Act 2010
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