

SEHG IN-PERSON WORKSHOP SERIES

Sensitivity Training

Instructor-Led Workshop · Facilitator Kit

Complete facilitator kit for delivering the SEHG Sensitivity Training workshop on site — training manual, instructor guide, slides, icebreakers, quick-reference sheets, and completion certificates.

WHAT'S IN THIS KIT

01 · Training Manual (participant workbook)

02 · Instructor Guide (facilitator script & timings)

03 · Icebreakers & Activities

04 · Presentation Slides

05 · Quick Reference Sheets (takeaway)

06 · Certificate of Completion

SEHG-HR-3344 · IN-PERSON WORKSHOP KIT

synergyeducationholdings.com

Sensitivity Training

SYNERGY EDUCATION HOLDINGS GROUP · IN-PERSON WORKSHOP SERIES

About This Workshop

Sensitivity training or diversity training, there are many names for the same goal: creating a more inclusive workplace that capitalizes on differences. There are many areas of focus in sensitivity training: empathy, respect for others and cooperation towards a common goal. This type of training creates more positive and inclusive employees, a more profitable work culture, and a more positive work life for all.

There are many areas that sensitivity training must address that are regulated by federal and state laws. ADA Diversity laws and enforcing guidelines must be followed by all businesses. Severe penalties are in place for those who don't follow them. Some of these areas include:

Workshop Objectives

- Define sensitivity training and its purpose and necessity in the workplace.
- Identify the benefits in pursuing a sensitivity objective for the employees and the company.
- Successfully raise the awareness of staff.
- Identify different types of stereotypes; their delivery and effects.
- Discuss Human Resources and its best practices for dealing with issues associated with stereotypes.
- Define the steps to handling complaints associated with sensitive issues and stereotypes.
- Describe the pros and cons of being "sensitive".

Format & Delivery

- Instructor-led session, delivered on site or SEHG-hosted
- Includes participant workbooks, activities, and takeaway reference sheets
- Every participant receives an SEHG Certificate of Completion
- Pairs with the SEHG online Sensitivity Training course for pre-work and reinforcement

Preparing & Delivering the Workshop

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Before the Workshop

- Review the Instructor Guide end to end — timings, scripts, and activity setup
- Print one Training Manual and one Quick Reference Sheet per participant
- Load the Presentation Slides and test the projector, audio, and clicker
- Choose 1–2 icebreakers from the kit that fit the group size and room
- Prepare blank Certificates of Completion for sign-off at close

Checking Out the Venue

- Adequate seating with clear sight lines to the facilitator and screen
- Projector compatibility, cables, and extension cords tested in advance
- Lighting that lets participants see you, their notes, and the screen
- Space for group activities, plus a table for handouts and materials

Closing the Session

- Recap the workshop objectives and each participant's key takeaway
- Distribute the Quick Reference Sheet as the on-the-job takeaway
- Present the SEHG Certificate of Completion to each participant
- Point participants at the paired SEHG online course for reinforcement

Book this workshop

Contact your SEHG program advisor to schedule this workshop for your team, or add it to any SEHG learning program as the in-person option.

SYNERGY EDUCATION HOLDINGS GROUP

Certificate of Completion

This certificate is proudly presented to

for successfully completing the SEHG in-person workshop

Sensitivity Training

Awarded this ____ day of _____, 20__

Facilitator Name & Title



Synergy Education Holdings Group