



*Recognizing chapter activities from January 1, 2023 to February 29, 2024
Revised: November 2023*

Required



The chapter has a formal policy of recruitment and retention of diverse members and a mission statement posted on the chapter's website or shared annually with chapter members that reflects the diversity of the community it serves. Chapter provides their Chapter Resource Team (CRT) member a report highlighting what they did to recruit/retain diverse members in the prior year, including aspects of membership to appeal to current and prospective members across all generations — consider elements on developing long-term leadership and involvement.



The chapter has a diversity, equity, inclusion and accessibility (DEIA) officer or committee (which can be the responsibility of a board member or the nominating committee) and engages in succession planning to ensure all members have the same opportunities to lead, including diverse members in its leadership.



At a minimum, the chapter maintains quarterly communication with the CRT. On at least a semiannual basis, communicate the chapter-related DEIA initiatives and needs.



At least on an annual basis, survey members to determine what issues they are facing in their jobs, their satisfaction with chapter benefits and activities, and to determine what DEIA goals and challenges they are currently facing.



Create and/or maintain a diverse new member mentor or peer support program or use an existing ambassador program. This program supports conferences, events and education related to DEIA to promote a diverse workforce.

In addition, it is recommended to submit an entry for the Elevate ALA Award for exemplary efforts in the DEIA category.

If your chapter is interested in having the ALA DEIA Committee conduct one of the educational presentations listed on the reverse page, please email diversity@alanet.org. Link to current members of the [ALA Committee on DEIA](#).

Highly Recommended

Association of Legal Administrators (ALA)

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Online Community 

ala.tradewing.com/community

Use/Search Hashtags



Association of Legal Administrators (ALA)

#ALABuzz



AssociationLegalAdmin



ala_buzz



@assnlegaladmin



diversity@alanet.org

#ALADEIA



**Diversity, Equity,
Inclusion and
Accessibility**

Association of Legal Administrators

DEIA COMMITTEE Educational Presentations (CLM[®] Credit Eligible)

Available Presentations



How to Stop Bullies in the Workplace

We hear stories about bullies all the time, mostly among school-age children and in school settings. But according to the Workplace Bullying Institute, 30% of employees have direct experience being bullied. This presentation provides an opportunity to learn the difference between harassment and bullying and will touch on the intersectionality of harassment, bullying and racism. Participants will understand the impact on their employees when this behavior is allowed to continue. And they will learn how to recognize, acknowledge and stop bullying in the legal profession.

Participants will:

- Learn about various types of implicit and blatant bullying behaviors.
- Gain a better understanding of how a culture of silence enables bullying behaviors in the workplace.
- Learn to distinguish between bullying and harassment behaviors.
- Understand how bullying behaviors affect the legal profession.
- Receive tips and guidance to implement actionable measures for stopping bullies in the workplace.



Creating a Culturally Competent Law Firm

Cultural competence is an awareness of the cultural differences that makes each person unique; it is the ability to interact with and appreciate belief systems that differ from our own, thereby creating a way for everyone to work cross culturally. The goal of this presentation is to enhance knowledge and skills for building and maintaining a multicultural organization and becoming positive change agents for our workplaces. This presentation asks participants to understand and reflect on their role as a leader responsible for promoting inclusion and building successful and effective working relationships within our organizations.

Participants will:

- Define diversity, culture, and its impact on relationships within our organizations.
- Recognize our unconscious biases and how they impact our culture and hiring decisions.
- Understand the importance of collaborative working relationships with diverse others and the benefits of diverse perspectives in problem solving.
- Recognize the importance of infusing diversity into our organizations to achieve a more productive, respectful and cooperative work environment.



25 D&I Tips

Why is diversity important, and how can we do a better job bringing diversity and inclusion to our lives and the workplace? Businesses must pursue diverse talent and achieve real inclusion if they want to be successful beyond today, and into tomorrow. Beginning with a fundamental understanding of diversity and its many dimensions, participants will achieve greater comprehension of the types and layers of diversity, beyond those defined by the Equal Employment Opportunity Commission (EEOC). Once the concept of diversity is explored, how do we go on to create real inclusion? How can we create policies and procedures that support our definition of success? What strategies can we employ, and where can we get help if we need it?

Participants will:

- Define diversity and its many dimensions.
- Participants will be able to identify some of the top-level reasons diversity and inclusion are important to the success of businesses today.
- Identify pitfalls and barriers to diversity and inclusion. Participants will become familiar with biases we all have, how to foster awareness of these unconscious beliefs and counteract them.
- Identify workplace and recruitment/retention considerations related to differences including religion, age, disabilities, gender issues, sexuality, gender identification, military status and more.



You Belong Here: Creating an Inclusive Environment Where Everyone Belongs

This session will provide guidance on how leaders can enhance the sense of belonging in a firm by creating an open and welcoming environment in which employees can be their authentic selves. You'll explore the economic and racial injustice crises since the onset of COVID-19 from a diversity, equity and inclusion lens. You'll consider implicit bias and how the sooner we're able to recognize our biases and become more self-aware, the better we'll be as leaders. You'll also learn about imposter syndrome and how to recognize and address employees who feel as though they do not belong.

Participants will:

- Develop diversity, equity, inclusion and accessibility programming for employees.
- Create awareness of implicit bias and learn how to form healthy working relationships with employees who may not be similar to you.
- Identify solutions for increasing employee engagement by creating a space of inclusiveness.
- Appraise how to be a true ally to employees in underrepresented communities in the workplace.

**DEIA Toolkit, Recorded Presentations,
and other resources available. Contact
us at diversity@alanet.org.**