About Catalyst

Catalyst is a global nonprofit working with some of the world’s most powerful CEOs and leading companies to help build workplaces that work for women. Founded in 1962, Catalyst drives change with pioneering research, practical tools, and proven solutions to accelerate and advance women into leadership—because progress for women is progress for everyone.

OUR VISION
WORKPLACES THAT WORK FOR WOMEN

OUR MISSION
Accelerating progress for women through workplace inclusion.
About Community Business

Community Business is a not-for-profit organisation whose mission is to lead, inspire and support businesses to have a positive impact on people and communities. Founded in 2003 and based in Hong Kong with a presence in India and the United Kingdom, Community Business works with companies of all sizes and from diverse industries across Asia, harnessing the power of business to drive social change.

OUR VISION
TO BE THE LEADING NOT-FOR-PROFIT ORGANISATION ADVANCING RESPONSIBLE & INCLUSIVE BUSINESS PRACTICES IN ASIA

OUR MISSION
To lead, Inspire & Support Companies to have a positive impact on people & communities
About The Partnership

Expert Facilitation
Community Business is Catalyst’s Preferred Facilitation Partner for AsiaPac, bringing 17+ years experience of expert facilitation to Catalyst supporters in the region.

Local Nuance
With Community Business recognised as a thought leader on diversity & inclusion in Asia, this partnership ensures Catalyst’s unparalleled thought leadership on women in the workplace has local relevance.
Overview

Catalyst is a global non-profit organization that works closely with some of the world’s leading corporations and CEOs to expand opportunities for women in the workplace through diversity and inclusion initiatives.

Office locations within United States, Canada, Europe, India, Japan, and Australia. 50+ years working closely with hundreds of leading companies (mostly Fortune 500, 1000, S&P)

Creating change across 800 Supporter Organizations
Learning Options at Each Employee Level

Our varied training programs provide your team with the opportunity to disseminate the same learning tools, frameworks, and language to all employees in a cost and time effective manner.

**Leaders** – we recommend focusing on building the awareness, and skills necessary to address and mitigate bias through our virtual instructor-led training programs focused on action planning.

**Managers** – this segment is important for the sustainability of culture change strategies, we aim to equip them with tools to disseminate inclusive behavior through virtual learning programs.

**Frontline** – these are the employees that will create the change, which is why it is important that we provide them with the language and frameworks through virtual trainings or a site license, which enables your organization to deliver of the training as designed or through other platforms, such as an e-learning.
Practice, Practice, & Practice

We believe in the power of continuous discussions and practice of newly acquired inclusion skills to ensure participants:

✓ Learn the meaning and impact of inclusion on a day-to-day basis
✓ Begin to inquire across differences
✓ Introduce inclusive practices to their teams
✓ Apply strategies to be more inclusive in their leadership approach

In the following slides, we propose a continuous learning journey framework that leverages our extensive set of resources.
Continuous Learning Journey

Workshop
Participants attend the workshop and learn inclusion frameworks & skills

Microlearning or Webinar
As a graduate, participants will receive a follow-up email with one of our Knowledge Burst or webinars

Group Debrief
It is important to continue the conversation among participants on challenges, wins, and concerns. This can be done virtually via a conference call or regional in-person meetings

Tool Kit
Introduce a supportive tool based on research for participants to leverage on their day-to-day, such as infographics and articles

Group Commitments
A secondary meeting with the same group and format as the group debrief is held. This meeting will engage attendees to share their commitment.
Workshop Summaries
Unconscious Bias to Inclusive Leadership

Unconscious Bias to Inclusive Leadership is an introductory course that provides insight into unconscious bias manifests itself personally, interpersonally and at an organizational level. Participants will conduct a deep-dive into how biases present themselves in different environments, and then learn and practice behaviors that will mitigate and interrupt those biases.

Formats: 4-hour ILT | 2-hour ILT | 2-hour VILT

Key Levers: Employee Engagement; Self-Awareness & Commitment; Dialogue Across Difference; Bias Interruption;

Outcomes:
• Understand unconscious bias and its impact
• Understand the importance of inclusion and their role as an inclusive leader
• Become aware of and begin to address internal, interpersonal and organizational biases
• Identify and commit to actions to create a more inclusive culture
Unconscious Bias to Inclusive Leadership

This workshop helps participants understand unconscious bias by presenting three perspectives: Individual, Interpersonal, Organizational. Attendees gain practical tools at each perspective and have the opportunity to practice inclusion through the following interactive components:

**Activity 1:** Warm Up – First Impression
**Activity 2:** Assumptions Exercise
**Activity 3:** Impact of Bias
**Activity 4:** Your Team Members
**Activity 5:** Virtual Breakout
**Activity 6:** Video
**Activity 7:** Commitment to Action
**Activity +:** Polling
Becoming an Inclusive Leader is brings awareness of how unconscious bias could be showing up within a team by utilizing a case study throughout the sessions. The case study highlights generational, gender, racial, and other biases. Participants will learn how to interrupt bias and foster inclusion within their teams.

**Format:** 2-hour VILT

**Key Levers:** Senior Leadership Support; Self-Awareness & Commitment: Bias Interruption: Allyship & Advocacy; People Development Systems

**Outcomes:**
- Understand the characteristics and benefits of diversity, inclusion, and inclusive leadership.
- Work through personal assumptions and biases.
- Acquire strategies to become a more inclusive leader.
- Identify and commit to actions to create a more inclusive culture
Becoming An Inclusive Leader

This workshop will utilize a comprehensive case study to bring awareness to participants on how our biases may be affecting our teams. Attendees explore how to create workplace inclusion through the following activities:

**Activity 1:** What is inclusive Leadership
**Activity 2:** White Board – Our Differences
**Activity 3:** What is Leading Outward & Leading Inward
**Activity 4:** Business Challenge (Break Out Session)
**Activity 5:** Your Team Members (Break Out Session)
**Activity 6:** Commitment to Action
**Activity +:** Polling
Inclusive Communication

Inclusive communications explore the impact communicating has on diversity and inclusion, and the barriers that stand in the way of fostering inclusive work environments. In this session participants will garner a set of competencies they can leverage to communicate more inclusively and thrive as an inclusive leader.

**Formats:** 4-hour ILT | 2-hour ILT | 2-hour VILT

**Key Levers:** Self-Awareness & Commitment; Dialogue Across Difference; Bias Interruption; Allyship & Advocacy

**Outcomes:**

- Gain tools to communicate more inclusively, bridge divides, and create meaningful connections across difference.
- Engage in dialogue across difference using essential communication skills
- Recognize and address biased comments and behaviors.
- Overcome common roadblocks to communicating across difference to build a more inclusive work culture.
Inclusive Communication

Inclusive communication is the key to creating inclusive workplaces. In this workshop participants explore the key components that support an inclusive workplace through the following activities:

**Activity 1:** Warm Up – How Comfortable are You

**Activity 2:** Dialogue vs Debate Text Tool

**Activity 3:** Virtual Break Out Room – Dialogue Across Difference

**Activity 4:** Marker Tool – Microaggressions

**Activity 5:** Break Out Group Scenario

**Activity 6:** Bias Correct Video

**Activity 7:** Small Group Roll Play – Getting Unstuck

**Activity 8:** Commitment to Action

**Activity +:** Polling
Understanding Gender Equity

Gender Equity provides foundational knowledge on gender equity and the need for an ongoing journey to equity. The goal of the course is to provide participants with a greater awareness and appreciation for gender equity by providing tools to help them recognize and interrupt gender inequities in the workplace.

**Formats:** 2-hour ILT | 2-hour VILT

**Key Levers:** Self-Awareness & Commitment; Allyship & Advocacy; People Development Systems

**Outcomes:**
- Understand what gender equity vs. equality is and why it matters
- Recognize gender inequity in the workplace
- Acquire examples of gender equity practices
- Identify actions you can take to address gender equity in your workplace
Understanding Gender Equity

Understanding Gender Equity will take participants through a highly interactive learning experience on what gender equity is and why it matters in the workplace and beyond. Attendees will gain tools and skills to recognize and mitigate barriers to gender equity in the workplace through the following activities:

Activity 1: Introductions Through Pronouns
Activity 2: Chat Discussion on Equality vs Equity
Activity 3: Resume Review
Activity 4: Group Discussion on Interviewing
Activity 5: Break Out Group Scenario
Activity 6: Bias Correct Video
Activity 7: Break Out Group Discussion
Activity 8: Your Team Dynamics
Activity 9: Commitment to Action
Activity +: Polling
Sponsorship

Greater diverse representation in your workforce requires leader championship and effective, sustained advocacy for equitably identifying and assessing talent. We set the stage for open dialogue in a supportive setting, taking a constructive and non-blaming approach. Through a combination of input, reflection and dialogue, sponsors will increase their awareness of the need for more equitable sponsorship and the recognition of systemic advantages and disadvantages, and sponsees will have a clear understanding of roles and expectations.

Format: 2-hour VILT

Key Levers: Senior Leadership Support; Bias Interruption: Allyship & Advocacy; People Development Systems

Outcomes:

• Gain a deeper understanding of how sponsorship can impact driving gender diversity efforts; and how people naturally sponsor people like them

• Understand the ‘triple win’ of sponsorship

• Clear guidance on key elements of successful sponsorship relationships

• Have the opportunity to ask questions, consider potential obstacles to success and discuss how to overcome these
Sponsorship

Drawing on insights from Catalyst research, facilitators will engage the participants in an interactive dialogue and explore the key success elements and potential challenges involved in a sponsorship programme. Practices and Stories from other companies will be shared. Some of the areas explored/exercises are as follows:

- Mentoring works…but mixed results
- Tactics quiz – what tactics help men and women advance? Why the difference?
- Focus on sponsoring also beyond gender - across other diverse groups. Is there anyone missing?
- Highlight case studies/ Award Winning practice…
- Brief theory on sponsorship (and why it’s important for advancement), but during this time, we will also address several myths and introduce other research.
- An understanding of how sponsorship differs from mentoring, coaching and other interventions
- The role of the sponsee
Investment Options
Delivery Formats

Virtually-Led Training

In today’s increasingly global workplace, we understand the need for scalable learning programs. Our VILT workshops provide you the ability to reach employees across various locations, while still providing an engaging training program. Throughout the training attendees will have the ability to share with one another through live text tools, polls, and breakout sessions.

Site License

A great option for organizations looking to deliver a training globally or customize the workshops to address specific learning goals is our site license. With a SL, you will have the ability to reproduce all of the materials for as many participants as desired for the life of the license.

Train-the-Trainer (Only Available in Conjunction with Site License)

For those looking to purchase a site license, we highly recommend for your team to have Catalyst master facilitators deliver a virtual or in-person immersive learning experience (per workshop) to your internal facilitators. This training will equip facilitators to deliver the workshop session content effectively. Some core areas of focus for this training include, delivering difficult feedback, engaging in dialogue versus debate, and referencing appropriate research.
Investment Options [For CB to Customize with Pricing Sheet]

Option #1 - Workshops Delivered by Catalyst

Virtual Workshops
- [ ] for a 2 Hour virtually-led workshop
  Attendee Limit – 50

In-Person Workshops
- [ ] for a 2 Hour in-person workshop
  Attendee Limit – 30
- [ ] for a 4 Hour in-person workshop
  Attendee Limit – 30
- [ ] for a 4 Hour in-person workshop
  Attendee Limit – 50

Option #2 – Internal Company Delivery

Site License
- [ ] for a 1-Year Site License per Workshop
- [ ] for a 2-Year Site License per Workshop
*Opportunity for 3+ Site Licensing pricing upon request

Train the Trainer
- [ ] for a 1.5 day in-person training
  Attendee limit—15
- [ ] for a 6 Hour/2-3 days virtually-led training
  Attendee limit—15
STAY CONNECTED