

Implicit Bias: Participant's Guide

Table of Contents

1. Learning Objectives
2. Motivation Activity: Father and Son
3. What is Implicit Bias?
4. What is Explicit Bias?
5. What are the most common forms of implicit bias?
6. Matching Activity
7. How can Implicit Bias be addressed in the workplace?
8. Scenario-based eLearning experience
9. Further Resources

---

1. Learning Objectives

The purpose of this course is to meaningfully engage employees in a conversation about implicit bias. They will be learning the difference between implicit and explicit bias, the types of biases that affect the workplace and how they can be systematically addressed.

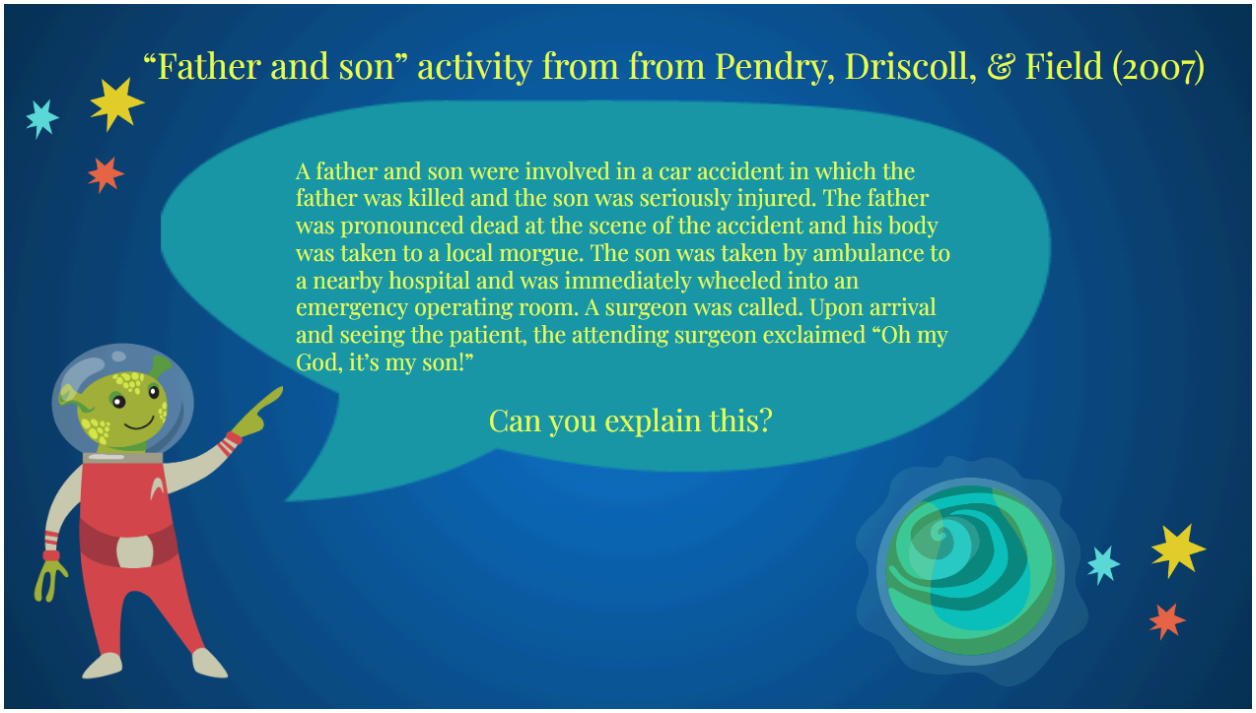
By the conclusion of this course, participants will be able to

-Learn to identify what implicit bias is and how it differs from explicit bias

-Learn to recognize our own implicit biases

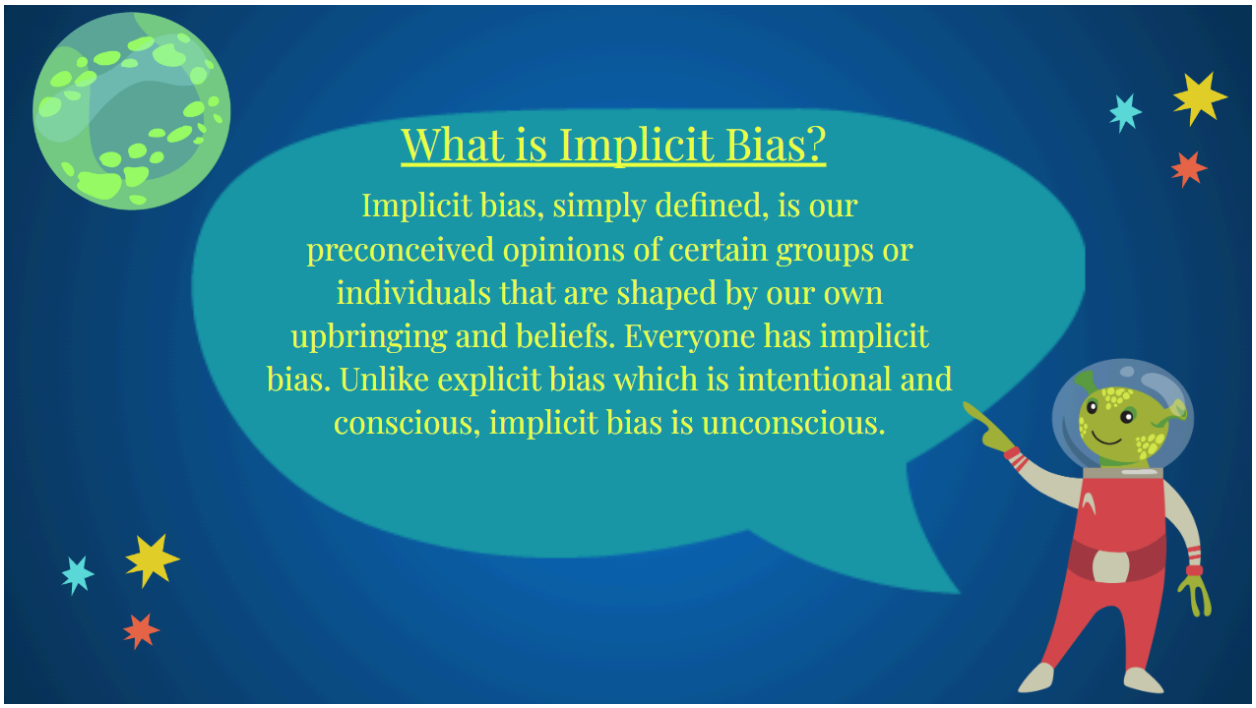
-Learn how to effectively and systemically address implicit bias in the workplace

2. Motivation Activity



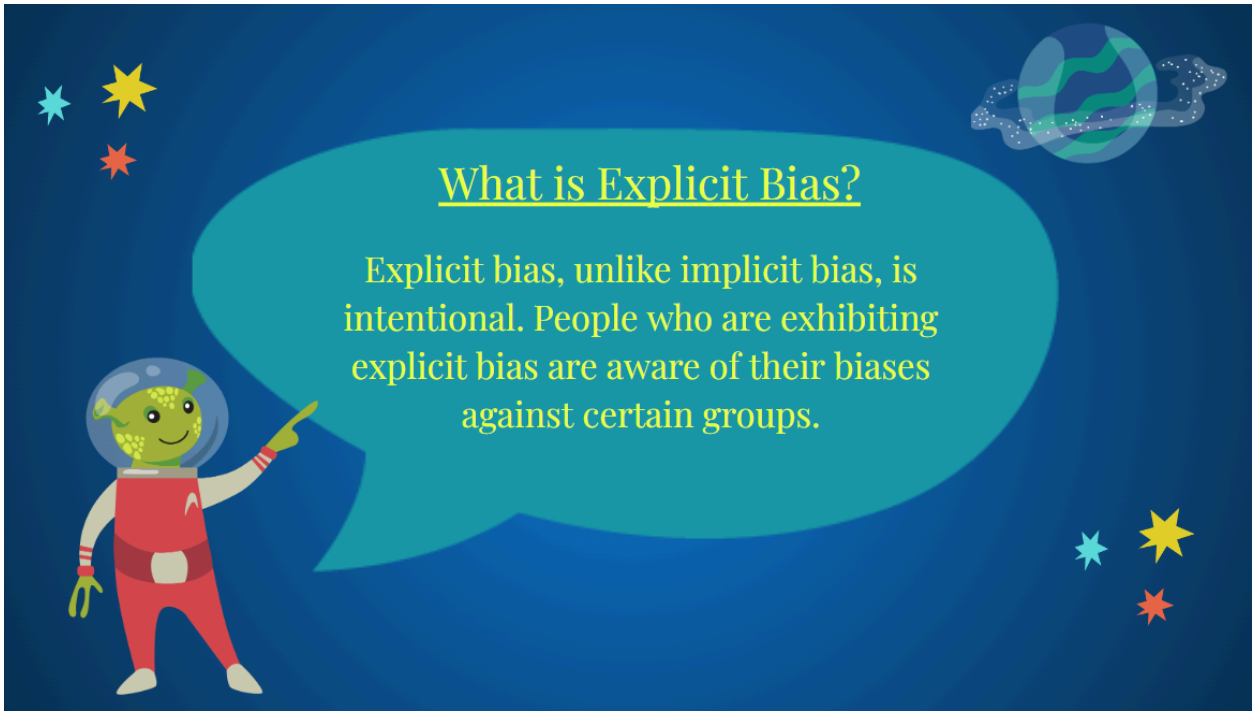
NOTES:

3. What is Implicit Bias?



NOTES:

4. What is Explicit Bias?



NOTES:

5. What are the most common forms of implicit bias?

1.Appearance-Appearance bias is perhaps one of the most persistent forms of bias in the workplace. Some examples of appearance bias that are persistent in the workplace include:

Beauty bias: People perceived as attractive or beautiful are more likely to be treated positively.

Weight bias: Weight bias occurs when a negative judgment is influenced by a person's weight.

Cultural bias: People often have ethnic/ cultural ways of dress or style that can be labeled as "unprofessional." One example of this is dreadlocks, a protective style for Black hair.

2. Attribution-Attribution bias is the tendency to explain a person's behavior by referring to their character rather than any situational factor. In essence, it leads us to overestimate the weight of someone's personality traits, and underestimate the influence of their individual circumstances. For example, a coworker of yours arrives late a few times a week, so you assume that coworker is lazy and does not care about their job. Later, you find out their mother has been very sick, and there is no one else to care for her so your coworker has been late recently. Your assumption that your coworker is lazy is attribution bias

3. Affinity-also known as similarity bias, Affinity bias the tendency people have to connect with others who share similar interests, experiences and backgrounds. One example of this is when companies hire for "culture fit," they are likely falling prey to affinity bias. This can be harmful to a diverse and inclusive work environment, creating a team of like-minded people with little difference of opinion.

4. Age-Age bias, or ageism is stereotyping and/or discrimination against individuals or groups on the basis of their age. This may be casual or systemic. The term was coined in 1969 by Robert Neil Butler to describe discrimination against the elderly. However, age bias can exist just as pervasively for younger people in their work environments as it does for the elderly. One example of this could be giving an elder colleague fewer training opportunities than their younger counterpart.

5. Race- Perhaps one of the most harmful forms of bias is racial bias, or bias having to do with a person's ethnicity or culture of upbringing. One example of this could include someone to speak the language of their perceived/actual ethnicity just because of how they look.

6. Religion- Another harmful bias involves bias involving someone's religious affiliation. This was seen often in the aftermath 9/11 terrorist attacks, when people of the Muslim religion were perceived to be dangerous or threatening.

7. Gender-Gender bias refers to a person receiving different treatment based on the person's real or perceived gender identity. Gender bias appears in many forms in the workplace such as performance reviews, compensation and more. Gender bias most often affects women. For example, women are often given less significant project assignments in a business environment

NOTES:

6. Matching Activity

Directions: Match the number of the quote/scenario with the correct form of bias.

- Affinity bias
- Age bias
- Race bias
- Gender bias
- Attribution bias
- Religion bias
- Appearance bias

1."That is an unprofessional hairstyle…They shouldn't be wearing it during work hours."

2."You'll get to handle this project when you have a few more years on you, kid"

3. A white, male manager hires mostly white, male employees

4. "I'm assuming she has conservative politics because she goes to Church every Sunday."

5. "He's late AGAIN? Can you imagine being so lazy?"

6. A man and a woman with similar qualifications apply for manager position. The man is awarded the job because he is a "better fit."

7. An employee asks a coworker if they can translate an email from Chinese, because they "figured they were able to speak it fluently." The coworker is actually not Chinese, but Japanese.

ANSWERS:

1.	2.	3.	4.
5.	6.	7.	

7. How can Implicit Bias be addressed in the workplace?

1. **Address your individual implicit bias first**

Before addressing your workplace biases, you must first come to terms with your own biases. *Everyone* has implicit bias. It is ultimately up to us as individuals to acknowledge this and be more mindful of it. One way to address this is to take an IAT, or an Implicit Association Test, such as the one provided by Harvard University.

2. **Figure out which biases are most likely to affect your company and use data such as employee feedback to implement solutions**

Employee feedback and data is an invaluable asset to a company's growth and development. Not only will employees appreciate the opportunity to provide feedback, but integrating this feedback and taking it seriously will encourage a culture of consistent and open communication in the workplace, which is essential to combating implicit bias.

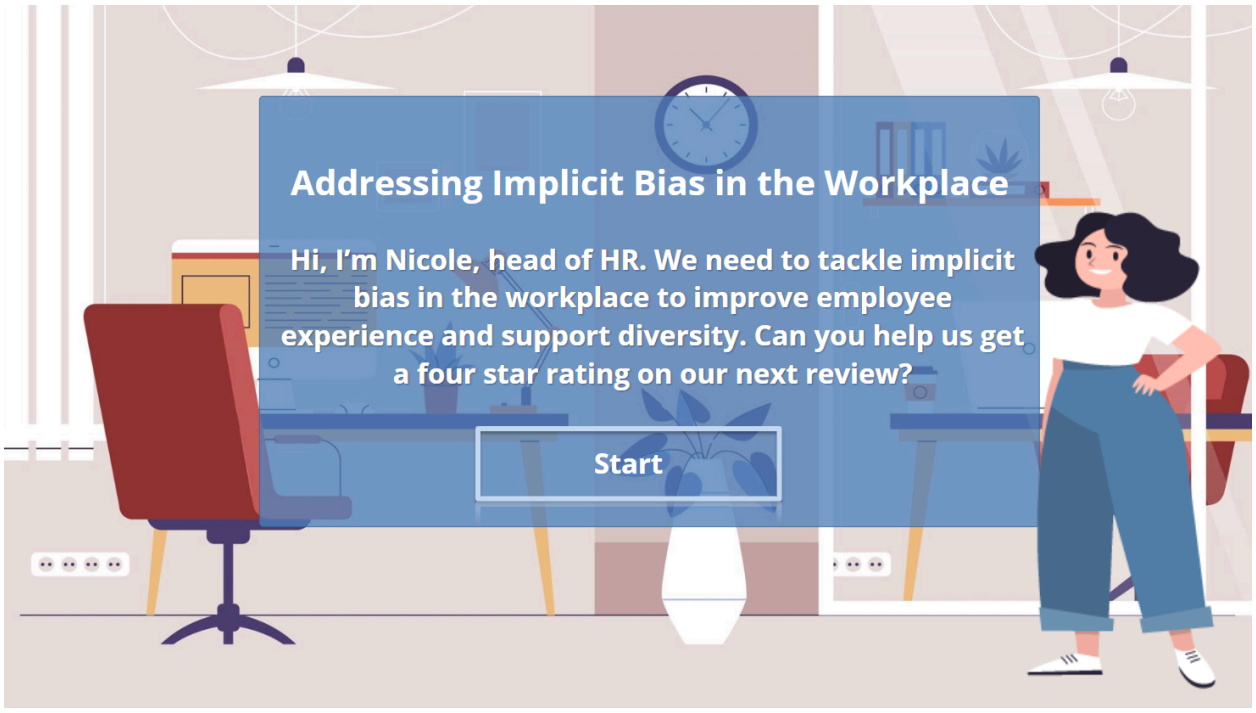
3. **Diversify and safeguard your hiring process**

Data shows that implicit bias starts at the hiring process. Tackle the source and implement safeguards into your company's hiring process, such as: eliminating names from resumes to reduce the likelihood of biased hiring practices, emphasizing diversity in your company brand, and encouraging referrals from diverse employees.

4. **Hold employees accountable**

No workplace is truly immune from implicit bias. That is why it is important to hold employees accountable through consistent training, data collection, and implementation of policies and solutions that address bias.

8. Scenario-based eLearning experience



NOTES:

9. Further Resources

There are endless resources for implicit bias education. Here are two extremely useful TED talks and Bias interrupter tools to use for team meetings and future discussions involving implicit bias in your workplace. To access these materials, click links are provided in the presentation.

