

Pronouns in the Workplace - HR Training—Design Document

Topic	Description
<i>Business Purpose</i>	The Pronouns training is a component of Brookside’s DEIB onboarding training offered to all new employees. This training and the skills therein serve to help Brookside be a place where people of all backgrounds and identities feel welcomed, valued, and respected, so they may do their best work toward our company’s goals.
<i>Target Audience</i>	All new Brookside employees, including remote employees and in-office employees.
<i>Training Time</i>	30 minutes
<i>Training Recommendation</i>	eLearning module including: -Introduction of terms -Content/instruction -Scenarios -Quiz
<i>Deliverables</i>	Storyboard, eLearning Module created in Articulate Storyline, 1-page job aid
<i>Learning Objectives</i>	-Employees will be able to state the relationship between gender identity and pronouns. -Employees will be able to state their own pronouns. -Employees will be able to identify a variety of commonly used pronouns. -Employees will state and utilize best practices for inclusive pronoun use in the work setting.
<i>Training Outline</i>	● What are pronouns? ○ Grammatically ○ As applied to people ● Pronouns and gender identity ● Pronoun examples ○ he/his/his, she/her/hers, they/them/theirs ○ Neopronouns ● Importance of using correct pronouns ○ Comparison to name ● Inclusive pronoun practices in the workplace ○ Introductions with pronouns ○ Including pronouns in email signature, business card, zoom name, etc. ● Suggested language ● Scenarios ● Quiz