

**Understanding and Unpacking Unconscious Biases**

Participant Guide

**Prior to Session 1**

* Access the course content in Moodle using your GCcampus login credentials *(please refer to the Outlook invitation for the Moodle link)*
* Complete the **Pre-Reading Activities***(expect to spend a minimum of 30 minutes on this section)*
  + Watch the video
  + Complete the Circle of Trust activity sheet as per the instructions in the document
  + Download the Personal Learning Journal Template in preparation for self-reflection activities throughout the course
  + Review the WebEx instructions.

**Session 1 (Day 1 - Introduction) on Month Day (starting time – end time EST)**

* Access the course slides for Day 1 in Moodle *(please refer to the Outlook invitation for the Moodle link)*
* Click on the WebEx link provided in the Outlook invitation and follow the WebEx instructions.

***\*Please join us at least 15 minutes in advance so we can work out any technical difficulties and be ready to start our session on time.***

***If at any point you experience barriers to being able to fully access this online training due to impairments or functional limitations please let us know right away at*** [respectfulandinclusiveworkplaces-milieuxdetravailrespectueuxetin@canada.ca](mailto:respectfulandinclusiveworkplaces-milieuxdetravailrespectueuxetin@canada.ca)

* Be prepared to learn, discuss and enjoy your colleagues!

**Prior to Session 2**

* Access the course content in Moodle *(please refer to the Outlook invitation for the Moodle link)*
* Complete the **Self-Reflection Activities** in **Day 1 – Introduction** *(expect to spend a minimum of 20 minutes on this section)*
  + Complete the Implicit Attitude Test (IAT) as per the instructions
  + Complete Day 1 of the personal self-reflection journal

**Session 2 (Day 2 – All About Biases) on Month Day (starting time – end time EST)**

* Access the course slides for Day 2 in Moodle *(please refer to the Outlook invitation for the Moodle link)*
* Click on the WebEx link provided in the Outlook invitation and follow the WebEx instructions.

**Prior to Session 3**

* Access the course content in Moodle *(please refer to the Outlook invitation for the Moodle link)*
* Complete the **Self-Reflection Activities** in **Day 2 – All About Biases** *(expect to spend a minimum of 20 minutes on this section)*
  + Complete the vocabulary activity sheet as per the instructions in the document
  + Complete Day 2 of the personal self-reflection journal

**Session 3 (Day 3 – Strategies and Tools to Mitigate Biases) on Month Day (starting time – end time EST)**

* Access the course slides for Day 3 in Moodle *(please refer to the Outlook invitation for the Moodle link)*
* Click on the WebEx link provided in the Outlook invitation and follow the WebEx instructions.

**Prior to Session 4**

* Access the course content in Moodle *(please refer to the Outlook invitation for the Moodle link)*
* Complete the **Self-Reflection Activities** in **Day 3 – Strategies and Tools to Mitigate Biases** *(expect to spend a minimum of 30 minutes on this section)*
  + Complete the facing your own biases activity sheet as per the instructions in the document
  + Complete Day 3 of the personal self-reflection journal

**Session 4 (Day 4 – Wrap-Up) on Month Day (starting time – end time EST)**

* Access the course slides for Day 4 in Moodle *(please refer to the Outlook invitation for the Moodle link)*
* Click on the WebEx link provided in the Outlook invitation and follow the WebEx instructions.
* After the WebEx session is complete, please click on the evaluation link in Moodle and provide us with your feedback.