Communities of Practice Handbook

GUIDELINES | ENGAGEMENT | NETWORKING

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About the Institute for Diversity Certification (IDC)®

Since its founding in 2009, the Institute for Diversity Certification (IDC)® has advanced Diversity, Equity & Inclusion (DEI) through consulting, professional education and development, and credentialing programs. Our work impacts the way organizations interact with individuals in the workplace, marketplace, and community.

IDC® Membership allows credentialed Diversity professionals and other passionate individuals to collaborate and foster DEI practices in the workplace. We challenge professionals to evolve and grow while empowering leaders to unleash their potential and achieve professional and business goals.

We equip leaders to plan for and evaluate outcomes. We help employers use Diversity, Equity & Inclusion to make money, save money, and/or achieve organizational goals. Get ready for the future of work with our powerful programs!

Mission

To engage in a holistic approach to DEI that dives deep into changing behaviors, expectations, attitudes, and needs within different demographic groups; how those changes will sustain (or disrupt) organizations; and the way they work now and in the future.

Vision

IDC® work equips the next generation of leaders to effectively operate in or pivot towards increasingly diverse and complex workplace and marketplaces. Our vision is to become a globally renown organization demonstrating excellence in preparing professionals and executives for productive, thriving careers. IDC® Membership, Certification, and training programs help us foster a widespread diverse, inclusive, and equitable environment for the next generation of DEI.

Values

- Advance the culture of Inclusion while remaining current in societal trends.
- Remove bias and barriers; build a diverse space for the next generation of DEI.
- Cultivate a sense of belonging and continue to enhance our Membership performance and reputation.

Commitments

Membership Commitment – Develop relationships that make a positive difference in the lives of our Members.

Quality – Provide outstanding tangible tools and resources and unsurpassed service that, together, deliver premium value to our Members, Designees, Candidates, and partners.

Integrity – Uphold the highest standards of integrity in all our actions.

Teamwork – Work together, across boundaries, to meet the needs of our stakeholders and to help the company continue to strive for Equity.

Respect – We value our Members, Designees, Candidates, and partners, encourage their development, and celebrate their successes.

A Will to Win – Exhibit a strong will to win in the DEI space as we continue to educate and encourage DEI practitioners in every aspect of an organization.

Personal Accountability – We are personally accountable for delivering on our commitments to provide a safe space for DEI practitioners.

Openness – Provide a safe space for communication between open-minded individuals from different disciplines, fostering a culture that welcomes new ideas and styles of work and allows everyone to grow effectively.

Partner – Partner with other organizations to assess and implement equitable, inclusive practices that advance our vision, mission, values, and goals.

Goals

- To increase and maintain visibility and discuss Diversity, Equity & Inclusion, challenges and trends.
- To help develop inclusive and pervasive environments.
- To facilitate and encourage the use of translatable strategies that enable empowerment.
- To partner with divisions, sections, and zones to broaden DEI capacity.
- To expand our outreach, levels of participation, and engagement.
- To support our Members, Designees, Candidates, and partners embracing difficult conversations with openness and empathy, and handling discomfort and burnout that are inherent in DEI work.
- To provide professional learning opportunities at annual conferences.
- To provide top-notch virtual learning opportunities.
- To post meaningful, action-focused content on our website and social media channels.
- To spotlight Members, Designees, Candidates, and partners impacting change.

Community of Practice Groups

A Community of Practice (CoP) is a group of people who share a common problem, set of issues, or interest in a topic to accomplish individual and group goals. IDC® Membership's Community of Practice (CoP) program allows individuals to share a concern or passion by virtually leading and participating in their respective CoPs.

CoP Values
Member Values
SHORT-TERM

- Get help with challenges at work
- Secure access to expertise
- Gain confidence
- Have fun with colleagues
- Engage in meaningful work

LONG-TERM

- Engage in personal and professional development
- Develop your reputation as a DEI subject matter expert
- Build your professional brand
- Acquire a collaborative advantage

Organizational Values
SHORT-TERM

- Solve real business problems
- Create time-saving efficiencies
- Share knowledge and resources
- Foster global DEI synergies
- Efficient use of resources

LONG-TERM

- Develop strategic capabilities
- Stay current of industry changes
- Innovate
- Retain talent
- Employ new strategies that work

Distinct Traits of a Community of Practice

IDC® Membership's CoP) groups adhere to **Scaled Agile's** model, outlined below. CoPs are formed in the committing stage by a small, core group of practitioners who share a common passion and need for a particular domain.

Domain
1
What we care about

Community
3
Who cares about it

Practice
2
What we do together about it

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Domain: An area of shared interest
Practice: A shared body of knowledge, experiences, and techniques
Community: A self-selected group of individuals who care enough about the industry to collaborate and identify/develop new and/or effective interventions

Our CoP offers multiple levels of participation and can move freely across the levels as needs and interests evolve.

Core team – The core team forms the heart of the community that will organize, charter, market, nurture, and operate the community. This includes Chair and Co-Chairs for each CoP.

Active – These Members work closely with the core team to help shape the definition and direction of the CoP. This includes defining the community's shared vision, purpose, roles, strategies for interaction, marketing, and communications.

Occasional – These Members participate when specific topics of interest are addressed or when they have something to contribute to the group. They are often the largest group in the community.

Peripheral – These Members feel a connection to the community but engage on a limited basis. They could be newcomers or have a more casual interest in community activities.

Transactional – These Members are the least connected to the community and may connect only to access CoP resources or to provide a specific service to the CoP (for example, participate in a webinar).

Community Descriptions and Tasks

Careers & Collaborations Community

Offer career advancement tips and advice and help Members to navigate through career pitfalls or recover from a setback. This Community can also coordinate opportunities for group meet-ups before/after conferences, or host lunch and learn events at Member's offices.

- Share strategies for thriving in a DEI career
- Create a supportive environment for new DEI champions and professionals
- Communicate expectations for DEI work in various career/organizational stages
- Use the online platform to communicate with team Members and increase collaboration
- Help your peers develop their professional brand and strengths
- Develop an environment where peers can revise/update their resumes and prepare for job interviews
- Disseminate job and board opportunities

Join here: http://www.linkedin.com/groups/12385790

Advocacy Community

This Community of Practice determines how IDC® can play an important role in changing the future of Equity and Inclusion by providing support for initiatives that will

advance the field, including but not limited to ensuring that the role is formally recognized by the U.S. Department of Labor, Bureau of Labor Statistics (BLS); writing letters of support for/against legislation, court cases, or United Nations (U.N.) efforts; and monitoring global trends in Diversity, Equity & Inclusion.

- Develop national and local volunteer networks to ensure that DEI leaders are visible in their local communities
- Identify opportunities for IDC® and its stakeholders to support global legislation and/or submit amicus briefs in lawsuits
- Provide formal documentation to support DEI industry development (e.g., work with Careers & Collaborations CoP to develop a sample Job Description for companies recruiting their first DEI leader)
- Ensure that the DEI position is acknowledged by governments, universities, recruiters, job boards, etc. as a professional role
- Conduct research (e.g., focus groups, surveys, etc.) around how the DEI industry is changing

D&I Resources Community
This Community of Practice identifies resources that DEI leaders need to succeed. Connect with other DEI practitioners to develop resources and templates, write blogs, share events, or suggest books and reports that Members should read.

- Identify areas for additional research as the DEI industry evolves
- Highlight diverse stories and case studies from within the DEI community
- Create white papers, blogs, and reports about the DEI industry
- Disseminate the latest research in the field

Join Book Club: https://bookclubs.com/clubs/6056885/join/f2b153/

ERG/BRG Management Community
Provide Members and resource group leaders with ideas for engagement, sponsorship, promotions, initiatives, management, and evaluation, empowering them to adapt forward-thinking and research-based strategies.

- Share best practices that work and highlight stories of effective resource groups
- Ensure ERG/BRG leaders possess the tools to manage resource groups effectively
- Disseminate ERG/BRG resources to the broader DEI community

CoP Leadership Expectations
Some communities are led by a chair and co-chair, and all will contribute to conference planning. Interested in participating in a CoP? Contact Amber!

Leading a CoP presents an opportunity to practice, learn, and engage. In addition, you receive four (4) CEUs for each meeting attended. Leadership positions require a 12-month commitment. Leaders are expected to adhere to the guidelines below and abide by a code of conduct.

Quarterly Meetings

Leaders must be prepared to share four goals for the community, tasks you plan to delegate to the community, the community's progress, and its performance.

Housekeeping Rules

- Discuss only what's on the agenda. Stay mentally and physically present.
- Contribute to meeting goals.
- Let everyone participate and listen with an open mind.
- Think before speaking - attack the problem, not the person.
- Be attentive to your body language.