

Through the generous  
funding and support of  
the Tasmanian  
Government and  
Keystone Tasmania.



**WORKPLACE DIVERSITY PROJECT**



## ABOUT US

Tradeswomen Australia Group are leaders in helping organisations create and improve workplace culture and environment for women through diversity, inclusion, and mental health & wellbeing strategies. We have supported numerous organisations to create healthier and happier workplaces, foster cultural change and inclusivity, successfully recruit women and support them in retaining tradeswomen.

## THE TASMANIAN WORKPLACE DIVERSITY PROJECT

This ground-breaking project aims to support employers interested in employing more women into trade industries through a 12-month cultural change program. The services offered to each organisation participating in this project is currently valued at \$20,000 in a commercial arena. Through the generous funding and support of the Tasmanian Government and Keystone Tasmania, they are offered to you at no charge.

Through our dedicated team, employers will be provided with the tools to enable their workplace supervisors to become champions of change in the workplace. Full training and mentoring will be provided on topics such as good governance, diversity, inclusion, mental health and wellbeing for workers. In addition, workplace leaders will be provided with resources and assistance to share their knowledge with workers through toolbox sessions.



## PROJECT OUTCOMES

- A mentally healthy, diverse, and inclusive workplace culture that fosters innovation, productivity, and respect.
- Competitive advantage in recruitment - being industry leaders in diversifying your workplace and prioritising the mental health of employees, as well as aligning yourself with the TWA brand will assist your organisation in generating a greater variety of applicants.
- Employees who are equipped with the skills and knowledge to be diversity and inclusion champions in their workplaces.
- Evolution of relevant policies and procedures to support diversity, inclusion, and mental health and wellbeing in the workplace (where applicable).
- Creation of a mentoring/support network that will provide your organisation with internal frameworks to support new tradeswomen employees.

## INTERESTED IN PARTICIPATING? CONTACT US NOW!

Please contact Tanya, our Workplace Diversity Officer, to organise a meeting to discuss your requirements:

**Email - [tanyap@twaus.com.au](mailto:tanyap@twaus.com.au)**

**Mobile - 0419 294 932.**



## HOW IT WORKS

Tradeswomen Australia will provide your organisational leaders with a full suite of services, including online learning modules, virtual training sessions, mentoring, and resources.

The road to becoming a champion in diversity and inclusion, ready for tradeswomen to enter your workforce, is mapped out below:

- Your organisation will be provided with awareness-raising materials and resources to create understanding of the project within your workplaces.
- You will be provided with full technical support in signing up all organisation participants to our Learning Management System (LMS), which will allow access to learning modules 24/7 through any computer or mobile device.
- Each frontline supervisor or manager will have full access to a database of toolbox meeting talks and presentations, and a suite of resources to develop better understanding of each module.
- A survey will collect baseline data on the current state of wellbeing, diversity and inclusion within your organisation from your leadership team, as well as your frontline workers.
- Full support and mentoring for frontline supervisors and managers in navigating a range of mental wellbeing, diversity and inclusion, bias and bystander areas.
- All data collected from the training period will be collated into a full report, containing an evaluation on the outcomes of the Project and any recommendations.
- We will also assist your organisation in the recruitment of women into entry level positions.
- Recruited tradeswomen can be connected to mentoring support services.

## **MENTORING AND TRAINING PROGRAM**

A full suite of online learning will be provided to your supervisors or managers through our Learning Management System (LMS). The learning provides education in diversity, inclusion, mental health and wellbeing, bias and bystander training so that they can become champions in the workplace. Based on the outcomes of the baseline survey, organisational needs and targets, the following structure is available:

### **CORE MODULES**

The following four modules must be undertaken as part of the project:

#### **Mental Health and Wellbeing**

In this module, users will be provided with the knowledge and skills to be able to identify what poor mental health and wellbeing looks like at work. They will be equipped with resources to identify the different areas that can negatively or positively impact employees' mental health, and how to have conversations with employees that promote a mentally healthy workplace culture.

#### **Diversity and Inclusion**

This module will provide users with an in-depth understanding of what diversity means, what a diverse workforce looks like, what the benefits of diversity are, and what it means to be an inclusive workplace. Users will be able to identify the different areas that make a person diverse and have the knowledge to be able to utilise diversity and inclusion to make their workforce more productive, innovative, and positive.

#### **Unconscious Bias**

This module will allow workplace leaders to develop understanding of bias, how unconscious bias plays a role in decision making, the ramifications of bias in the workplace, and how to challenge these unconscious biases.

#### **Bystander Action**

This module will empower workplace leaders to not only develop a great understanding of bystander action, how it affects the workplace, but also how to challenge and manage behaviours within the workplace and support workers to become active bystanders.

## **ELECTIVE MODULES**

One of the following three modules can be selected:

### **Policies and Procedures**

This module ensures employees are aware of what policies and procedures your organisation has in place to support diversity, inclusion, and mental health and wellbeing. It outlines why they are important and what behaviour is and isn't acceptable in the workplace. We will also assist you in reviewing your current policies, procedures and codes of conduct so that diversity, inclusion, mental health and wellbeing measures can be incorporated effectively.

### **Strategies for Leaders**

This module will provide workplace leaders an understanding of leading through change management, and the important role they play in the change management process. Workplace leaders will be provided with the tools necessary to facilitate change through the ADKAR model of change management. In addition, workplace leaders will be provided strategies in facilitating change that this program aims to create. These strategies aim to generate employee engagement and empower them to participate in the change.

### **Diversity and Inclusion Initiatives**

This module will give your organisation various examples of initiatives that you can implement in your workplace to increase and improve diversity and inclusion. These initiatives will not only assist your organisation in creating a diverse workforce, but also increase inclusivity in your workplace.

## CULTURE TESTING AND REPORTING

Workplace culture sits at the very heart of each organisation, strengthening or undermining your business' objectives. It is essential to gauge the performance levels of workplace culture and environment in order to improve engagement, performance, work satisfaction, as well as improve your talent pipeline. It will also help you recruit and retain accomplished and passionate tradeswomen in your workplace.

Everyone participating in the project will need to complete surveys throughout the duration to assess current levels of culture, understanding, attitudes, opinions and feedback on areas of diversity, inclusion and workplace wellbeing.

### **Baseline Survey**

Leaders, managers, and/or supervisors will be required to complete one survey at the beginning of the project and one survey at the end of the project to evaluate overall changes.

### **Pulse Surveys**

Frontline worker participants (minimum 5 per site or group) will be required to complete pulse surveys (approx. 5-7 questions) after each Toolbox Talk. This is to provide regular feedback regarding the projects effectiveness.

These surveys will be anonymous, however, it is encouraged that the same participants complete each survey throughout the duration of the project to monitor progress.

Your organisation will have access to an analytics dashboard where you will be able to view changes in survey responses and track improvement based on demographic data.





[www.tradeswomenustralia.com.au](http://www.tradeswomenustralia.com.au)

[info@twaus.com.au](mailto:info@twaus.com.au)