

Diversity and Inclusion
Division Committee

Work Plan

April 2016- October 2016

Co-Chairs:

1. PURPOSE

The Division Diversity and Inclusion Committee's purpose is to foster a welcoming and inclusive work culture within the division. Our work plan will align with the MnDOT Diversity & Inclusion Unified Plan. This is a 7 month work plan. We will:

- Work to “make difference matter” by fostering an environment of inclusion
- Work to foster effective diversity management practices
- Communicate with offices within the division
- Integrate the principles of the MnDOT Diversity & Inclusion Unified Plan and MnDOT policies.

Specifically, the committee will:

- Gather input from within the division and establish baselines with regard to what is currently working and what is needed to foster a diverse and inclusive work environment
- Build division cultural competency capacity to help MnDOT integrate its core value of diversity and inclusion
- Promote personal work around competency development within the committee and the division
- Develop a local and fully supported division work plan that is aligned to the MnDOT Diversity & Inclusion Unified Plan
- Execute the division work plan to improve engagement and retention
- Continue to seek and implement innovative ways to improve office and division-wide diversity and inclusion efforts and plans.

The Diversity and Inclusion Unit will provide on-going support to the committee and this work plan.

2. COMMITMENT

The Division Diversity & Inclusion Committee will develop an annual work plan with specific goals, objectives, action steps, and measurements to achieve MnDOT's core value—diversity and inclusion. This work plan will be revised annually and executed by this committee to continuously improve diversity and inclusion at two levels:

Personal Level

- Complete personal work around cultural competency
- Celebrate personal growth

Division Level

- Establish baseline and gather input from within the division regarding what is currently in place and what is needed to foster a diverse and inclusive work environment
- Build internal division capacity to ensure MnDOT integrates its core value of diversity and inclusion
- Serve as a communication channel through which all division employees will be able to express ideas related to diversity and inclusion
- Develop a local and fully supported division work plan that is aligned to the MnDOT D&I Unified Plan

3. WORK PLAN

Goal or Focus Area I: **Support Professional Development**

Objective	Action Steps	Responsible Person	Partners	Measurement	Timeline
To develop cultural competence skills throughout the division	Conduct and participate in baseline IDI development training for Committee Members	InReach Coordinator	DeepSEE Division Committee	All Division Committee members receive training in baseline “Seeing the Difference” training	Completed by end of September 2016.
	Receive individual coaching, as well as, committee IDI results report	InReach Coordinator	DeepSEE Division Committee	All division Committee members have received individual IDI results and group receives group report Group IDI baseline is established	Completed by end of May 2016
	Participate in D&I Filter Shift (One, Two and Three) trainings	InReach Coordinator	DeepSEE Division Committee	All division Committee members complete the three half-day development trainings	Completed by end of Fall 2016.
	Establish schedule of D&I trainings for division staff	InReach Coordinator	D&I Training Coordinator Division Committee Members	Division staff receive D&I trainings	Completed by end of October 2016
	(optional) Committee member participate in the train the trainer training to become a co-trainer for MnDOT’s Respectful Workplace Refresher	InReach Coordinator	D&I Unit Division Committee	Committee members lead the way in co-training MnDOT’s Respectful Workplace Refresher	Scheduled as needed

Goal or Focus Area II: Introduce the Diversity & Inclusion Committee and Implement a Communication Plan

Objective	Action Steps	Responsible Person	Partners	Measurement
Introduce Committee and define its role within the division	SA Assistant Commissioner will send out a memo to all staff.	Assistant commissioner D & I InReach Coordinator		Complete introductions by June 2016
	Complete Division Charter	Committee members	D & I InReach Coordinator	Sign charter by May 2016
Develop SA Division Committee 2 year Work plan	Establish feedback and communication system to ensure diverse employee input to the work plan	Committee members	D & I InReach Coordinator	Division employees understand communication mechanisms by July 2016
	All staff meeting/meetings with individual offices and gather input	Committee members	D & I InReach Coordinator	Meet with all offices by October 2016
	Develop 2 year work plan based on input	Committee members	D & I InReach Coordinator	Complete work plan by October 2016

Goal or Focus Area II:

Objective	Action Steps	Responsible Person	Partners	Measurement

5. RESOURCES

Financial

Time

Partnership

Support

Approved by:

Verona Mitchell

Diversity and Inclusion InReach Coordinator

May 2, 2016

Date