



The Inclusive Calendar

A Strategic Guide on Planning
and Celebrating Diversity, Equity,
and Inclusion for HR Managers

TeamBuilder
by  Intuition

March Initiatives:

Women's History Month
International Women's Day (March 8th)

2024





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As we usher in March, we are presented with two pivotal opportunities to celebrate and foster inclusivity within our workplaces, **International Women's Day (IWD) on March 8th** and **Women's History Month**. These occasions hold immense significance, not only in recognizing the remarkable achievements of women but also in promoting an environment where all employees can realize their full potential, unrestricted by gender-related barriers.

At the heart of our commitment to diversity, equity, and inclusion (DEI) lies the belief that roles should be filled based on merit and the qualifications of the individuals. We understand the importance of choosing the best person for the job, rather than relying on quotas or tokenism. However, it is equally crucial to acknowledge that despite progress, women still face unique challenges in the workplace.

Unconscious biases, disproportionate responsibilities in unpaid work at home, the struggle to fit into male-dominated industries and leadership teams, and distinct communication styles – are just a few of the obstacles that women may encounter. We aim to create an environment where these barriers no longer impede the advancement of the most qualified individuals. By doing so, we ensure that companies can access a pool of the best candidates, untethered by gender-related disparities.

This month, we invite you to join us in celebrating the incredible contributions of women while reaffirming our commitment to dismantling the invisible barriers that may hinder their professional growth. By doing this, we foster an inclusive workplace where talent knows no gender boundaries, where every employee can bring their authentic selves to work, and where excellence is the ultimate determinant of success.



Don't miss our monthly guides!

Subscribe to our monthly newsletters for more challenges, guides, and helpful articles on team building.



FEBRUARY 5TH

Define the event goals and objectives.

Define the event goals and objectives and determine what you aim to achieve with the event. You can acknowledge and celebrate International Women's Day and Women's History Month through these activities:

Communication and Awareness Campaign

Raise awareness about the initiatives and their impact.

**Pathways to Success:
Women's Leadership Showcase**

Host a panel discussion featuring accomplished female leaders from across your organization to inspire and empower all women by sharing personal stories, insights, and experiences. By showcasing the diverse journeys, challenges, and achievements of female leaders, this event aims to inspire all attendees, regardless of their career stage, to aspire to leadership roles, ask questions, seek mentorship, and contribute to a supportive community.

If your company does not have the resources to support a panel discussion and open forum, you can conduct this event as a video or article spotlight series.

Pay Equity Audit

Commit to conducting a pay equity audit within your organization. Identify and rectify gender pay gaps to ensure equal compensation for equal work. Transparency in this area is essential for building trust. A gender pay gap analysis can also enhance workplace morale, retention, and productivity, ultimately enhancing your company's reputation and competitiveness in the job market.

Coffee Chats

Launch a coffee chat program to match experienced employees with those seeking guidance and professional development for a coffee, creating a foundation for longer-term mentoring partnerships in honor Women's History Month. The planning and execution guide for this event can be found in our January DEI planner > [here](#).

FEBRUARY 14TH



FEBRUARY 15TH

Communication and Awareness Campaign

- Draft and schedule a company-wide communication informing employees about each of the initiatives you will be supporting and share their significance and your company's commitment to supporting them.
- The 2024 IWD theme is #InspireInclusion - encourage your employees to strike the pose and share it on social media to show how your company is celebrating IWD. Learn more [here](#).

Leading by Example: Women Empowering Women

- Find a skilled facilitator who can guide the conversation effectively.
- Secure a suitable venue, either physical or virtual, with the necessary technical equipment.
- Brief the panelists and facilitator on the event's objectives, topics to be discussed, and the importance of creating an open and supportive environment.
- Plan a structured agenda that includes introductions, the panel discussion, audience questions, and a closing statement. Ensure a balanced mix of personal stories and professional insights.
- Ask a senior leader to deliver the opening remarks to reinforce your organization's commitment to gender diversity and inclusion.
- If you will be conducting this event as a video or article series, you would have your facilitator interview each of your selected female leaders independently and share one interview a week across your company to inspire employees and encourage dialogue.



Organizing Phase



FairPay: Bridging the Gap

- Establish a cross-functional committee consisting of HR professionals, legal experts, and finance representatives to oversee the audit.
- Clearly define the scope of the audit, including the positions, departments, and locations to be assessed.
- Set specific objectives, such as identifying and rectifying any gender pay gaps and ensuring compliance with relevant labor laws.
- Gather comprehensive data on employee compensation, including salary, bonuses, incentives, and benefits.
- Ensure data is categorized by job roles, levels, and any relevant factors impacting compensation (e.g., years of experience, performance ratings).





Execution Phase

MARCH 1ST

Finalize, schedule and confirm that all communications have been sent

- Don't forget to include key dates and details of each activity planned.

Rising Women, Rising Stars: A Leadership Symposium

- Encourage panelists to share specific anecdotes and stories about their career journeys, successes, failures, and lessons learned. Personal narratives can be incredibly inspiring.
- Allocate ample time for audience questions. Use both written and live questions to ensure a wide range of perspectives. Encourage junior staff to ask questions, fostering engagement.
- If you will be conducting this event as a video or article series, kickoff the series with a message from your senior leader sponsoring the initiative to show your company's commitment to the cause from the top. Remember to ensure your content is accessible by including features like subtitles and text alternatives.

MARCH 31ST

Wage Equity Commitment

- Analyze the data to identify gender-based pay disparities that cannot be attributed to legitimate factors.
- Develop a plan to rectify the pay gaps, including salary adjustments and changes in compensation policies such as adding salary ranges to job descriptions and gender-neutral hiring practices (such as stripping names and any pronouns from resumes and recruiter notes).
- Communicate the findings and proposed actions.
- Provide training and education to HR teams and managers to raise awareness and prevent future disparities.
- Establish a system for monitoring to ensure pay equity is maintained over time.





Intuition

Engage your team with TeamBuilder™ by Intuition

23
Max Points

CHALLENGE TEMPLATE
Latinx Heritage Month

Each year, Americans observe National Latinx Heritage Month from September 15 to October 15, by celebrating the histories, cultures and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean and Central and South America. This initiative was created in collaboration with Senior DEI Strategic Planner, Elyssa Feliciano.

[Start challenge...](#)

- Learn about "9 Hispanic Artists You Should Know (and love!)" 3 Points
[Go there](#)
- Learn more about the history of "Hispanic Heritage Month!" 3 Points
[Go there](#)
- Visit Sunset for recipe inspiration and try cooking a new Hispanic dish 3 Points
[Go there](#)
- Upload a photo in Slack/Teams of your favorite Hispanic dish 1 Points
- Read why Latinx Heritage Month is often referred to as Hispanic Heritage Month 3 Points
[Go there](#)
- Post in Slack/Teams something you've learned about Latinx Heritage Month 1 Po
- Listen to America Ferrara's TedTalk (13 minutes) 3 Po
[Go there](#)
- Donate to or purchase from a Latinx owned business 3 Po
- Have a virtual lunch/coffee with a team member with a different background 3 Po

Create an account with TeamBuilder, where we've created an initiatives calendar with quick-launch, fully-automated templates, and inclusive challenge activities. Employees can score points by watching, listening, reading and performing certain tasks related to the initiative.

Just one click and that's it!

- National Friendship Day**
This day is dedicated to acknowledging and celebrating the friendships in your life.
- Back to School**
School is back in session! With the summer schedule coming to an end, let's get back into the everyday routine while remembering to take car...
- Latinx Heritage Month**
Each year, Americans observe National Latinx Heritage Month from September 15 to October 15, by celebrating the histories, cultures and con...
- National Yoga Month**
While Yoga can sound intimidating, it is more than just Asanas (poses). Yoga is a practice of transforming and benefitting every aspect of life, ...
- Breast Cancer Awareness**
In 2020, more than 2.3 million women world-wide were diagnosed with breast cancer. Join this challenge to increase awareness and support ...
- Diwali**
Diwali is a festival of lights and one of the major festivals celebrated by Hindus, Buddhists, Jains, and Sikhs. The festival usually lasts five days...
- New Year, New You**
A New Year is here! Let's start fresh for the best year yet!
- Lunar New Year: Year of the Rabbit**
The Lunar New Year is here. Celebrate the Year of the Rabbit with us and learn more about how the Lunar New Year is celebrated around the ...
- Black History Month: Resistance**
Black History Month is an annual celebration of achievements by African Americans and a time for recognizing their central role in U.S. history...
- The National Days of February**
February has a lot of national days - lets celebrate them ALL!
- Ramadan**
Ramadan is a month of fasting and abstaining from things considered to be impure for the mind and body.

DEI Simplified.

Access many more templated challenges for all of your DEI initiatives. For more information on how to get started, click the button below to schedule a meeting:

Talk to us



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To learn more about **TeamBuilder** and
how you can engage your hybrid team,
visit: intuition.us