

STRATEGIC
GUIDE



INTUITION
AI that builds **Human Connections**

The Inclusive Calendar

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

October Initiatives:

Breast Cancer Awareness Month
National Disability Employment Awareness Month
World Mental Health Day - October 10

2023

A large, dark blue graphic of the year '2023' is centered at the bottom of the page. Inside the second zero, there is a yellow icon of a document with a checklist and a checkmark.

The Inclusive Calendar

October is a month that holds multiple important observances, each offering unique opportunities for companies to engage employees and enhance their understanding of crucial topics.



Breast Cancer Awareness Month provides a platform to emphasize the significance of early detection and support for those affected by breast cancer. Organizations can organize events, workshops, and fundraising activities to educate employees about breast health and promote a culture of wellness.



National Disability Employment Awareness Month focuses on promoting inclusivity in the workplace and appreciating the contributions of individuals with disabilities. Through showcasing success stories, offering accommodations, and hosting educational sessions, employers can demonstrate their commitment to diversity and equal opportunities.



World Mental Health Day on October 10th emphasizes the importance of mental well-being. Addressing mental health concerns in the workplace through open discussions, workshops, and resources helps break down stigmas and fosters a supportive atmosphere for employees.

Engaging in these observances collectively underscores a company's dedication to employee welfare and societal responsibility. By creating spaces for education, dialogue, and action, organizations can drive positive change within their workforce and beyond. This month presents a chance to not only learn but to actively participate in promoting health, inclusivity, and awareness.

Don't miss our monthly guides!

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

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SEPTEMBER 11TH

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 Breast Cancer Awareness Month, National Disability Employment Awareness Month, and World Mental Health Day through these activities that foster a more inclusive and supportive company culture.

-    **Communication and Awareness Campaign**

Raise awareness about the initiatives and their impact.

-  **Accommodation Support**

Provide resources and support to employees with disabilities to help them request and obtain reasonable accommodations, ensuring they can perform at their best.

-  **Wear Pink Day**

Foster a sense of solidarity and support for breast cancer survivors and patients among employees.

-    **Educational Campaign and Employees Stories**

Educate employees about different disabilities, dispel myths and stereotypes around mental health, and promote early detection of breast cancer. Showcase the diverse experiences and achievements of employees to inspire others and highlight the contributions they make to the organization.

-   **Training**

Equip employees with the knowledge and tools to ensure your workplace, both physical and digital, is accessible and inclusive for all and enhance managers' skills in identifying mental health issues among their team members, creating a supportive environment, and promoting open communication about mental health.

-  **Remote Wellness Challenges**

Engage remote and hybrid employees in wellness activities to promote self-care, stress management, and a healthy work-life balance, while also fostering a sense of community.

SEPTEMBER 14TH



SEPTEMBER 20TH

Communication and Awareness Campaign



- Draft Communication:**
Draft and schedule a company-wide communication informing employees about each of the October DEI initiatives you will be supporting and share their significance and your company's commitment to supporting them.
- Don't forget to include all of the details for each of the events you have planned. Schedule this communication to be sent out no later than October 2nd.

Accommodation Support



- Draft policy communication:**
Remind employees of the resources available to employees with disabilities and how they can request accommodations, whether in the office or remote setting.
- Don't forget to include all of the details for each of the events you have planned. Schedule this communication to be sent out no later than September 29th.

SEPTEMBER 18TH

Wear Pink Day



- Pick a day during the month of October to run your wear pink day.
- Communicate:**
Give employees at least a week's notice to ensure maximum participation. Don't forget to remind them the night before as well.
- Add-ons:**
Create a pink company background for use on virtual calls on your Pink Day, creating a visually appealing atmosphere and a sense of unity and purpose among employees. It can also be a great conversation starter during customer calls on that day.



SEPTEMBER 18TH



Educational Campaign and Employees Stories



- Determine key messages:**
For Breast Cancer, focus on prevention, early detection, and support resources. For disability employment awareness, emphasize inclusion, accommodation, and the contributions of employees with disabilities. For mental health, highlight de-stigmatization, self-care, and available resources.
- Find Speakers:**
Reach out to experts, advocates, and/or survivors to share their experiences and knowledge. Their insights can offer a unique perspective and enhance the impact of the campaign. Employees sharing their experiences in their own words can also foster empathy and a sense of community.
- Content Creation:**
Choose your content medium. This can be virtual webinars, in person panel discussions, pre-recorded videos, articles, and even social media content.
- Draft and schedule communication:**
Plan and schedule the days you will be featuring the educational content and employee stories.

Training



- Plan and organize training session**
-  Offer accessibility training sessions on creating an accessible workplace for employees. Educate them about web accessibility guidelines and practices to ensure that the company's digital assets are inclusive.
-  Provide training to managers on recognizing signs of mental health challenges and how to support their team members effectively. Encourage open communication and regular check-ins.

Remote Wellness Challenges



- Organize activities that encourage employees to focus on their mental health, such as meditation challenges, virtual fitness classes, and gratitude journaling. Create guidelines and instructions for each challenge and what they are expected to do each day of the challenge.

SEPTEMBER 25TH



SEPTEMBER 28TH

Finalize, schedule and confirm that all communications have been sent:



- Don't forget to include key dates and details of each activity planned.
- Communications should ideally be scheduled to be sent out no later than October 2nd.

Bring your pink on!



- Send out a reminder before your scheduled Wear Pink day.
- Don't forget to create and distribute your pink company virtual background together with instructions on how to update your virtual background.
- Take pictures on the day off. You can use these in company communications and social media later.

Bring your pink on!



- If you are doing any in person or live virtual panel sessions, coordinate with speakers and panelists, send the invitations ahead of time, test your technology to ensure a smooth event, and encourage audience participation to ensure a safe space for meaningful discussions.
- If you are sharing your content through pre-recorded videos, newsletters, or a campaign delivered on your company intranet, make sure to finalize the content and schedule the content to go out at your preferred intervals.

Provide relevant training



- For live/virtual sessions, coordinate with speakers, send invites early, test tech, and foster audience participation for meaningful talks.
- For manager mental health training, share the schedule and expectations. Stress its importance and urge application with teams.

Let the challenge commence



- Promote challenges via email, intranet, & social media. Track engagement, and celebrate employee participation.

OCTOBER 31ST





INTUITION

We'd love to hear your feedback

Team Building is a Process

We're committed to refining and enhancing the value of these planning guides. Consider us an extension of your team, freeing up your time to **focus on high-gain activities**. Please share anything you feel would make this guide a better tool for you and your team. We appreciate you!

Leave your feedback





Engage your team with TeamBuilder™



Team Building is a process

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

Additionally, you can sign up for 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 care...
- 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 benefiting every aspect of life...
- Breast Cancer Awareness**
In 2020, more than 2.2 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.

- Sign up for a TeamBuilder account for free at intuition.us and run tons of automated activities, which is a fun way to increase employee awareness around important holidays and topics.
- Access many more templated challenges for all of your DE&I initiatives.
- For more information or to get started, visit intuition.us or contact us at: hello@intuition.us



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To learn more about **TeamBuilder** and
how you can engage your hybrid team,
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