



**DIVERSITY,
EQUITY,
INCLUSION, &
ACCESSIBILITY
(DEIA)
TRAINING SERIES
TOOLKIT**

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Session 1: Foundations of DEIA in Registered Apprenticeship (RA)

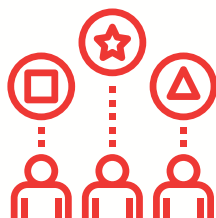
This session summarizes relevant Executive Orders, examines how the Department of Labor (DOL) and the Office of Apprenticeship (OA) define DEIA, and describes how OA **incorporates DEIA** within Registered Apprenticeship (RA). This first session sets the foundation for the training series, specifically how to incorporate DEIA into reflection, recruitment, retention, and outreach efforts.



Learning Objectives

- ✓ **VIEW** Registered Apprenticeship Programs (RAPs) through the lens of racial equity, accessibility, and inclusivity.
- ✓ **UNDERSTAND** new DEIA Executive Orders, how DOL/OA defines DEIA, and how OA incorporates it within RA.
- ✓ **DIFFERENTIATE** DEIA as it relates to a Culture of Inclusion vs. Equal Employment Opportunity (EEO) Requirements (understand how DEIA and EEO align).
- ✓ **COMPARE** metrics and goals with DEIA efforts, accountability, and good faith.
- ✓ **INTEGRATE** Industry Intermediary DEIA metrics for contract success.
- ✓ **ALIGN** DEIA efforts with sponsors, recruitment, outreach, and retention strategies.

Benefits of DEIA Efforts



- Gender-diverse companies are **21% more likely to outperform** their peers in profitability.
- Ethnic and culturally diverse companies outperform in **profitability by 35%**.
- Each percentage increase in underrepresented populations **increases sales revenue** by 3-9%.

Resources

- [Advancing DEIA in RA](#)
- [Apprenticeship.gov - DEIA Fact Sheet](#)
- [NO.2023-01 Guidance - EEO in RA](#)
- [JFF DEIA Framework](#)
- [EEO in Registered Apprenticeship](#)
- [DEIA Apprenticeship.gov](#)



[Presentation](#)



[Recording](#)



Session 2: DEIA Outreach and Recruitment Strategies



This session will discuss DEIA metrics in RAPs and review recruitment **challenges, opportunities, and promising practices**. Outreach strategies will include practical techniques that RAPs can use to connect with CBO, employers, community members, and stakeholders. In addition, **recruitment strategies and techniques** should help sponsors align their recruitment efforts with EEO regulations and DEIA goals.

Learning Objectives



UNDERSTAND the difference between outreach and recruitment.



IDENTIFY recruitment challenges and opportunities.



EXPLAIN the value of community stakeholders and business partnerships.



PROVIDE recruitment training to eliminate bias and discrimination.



DEVELOP strategies to address access barriers for underserved communities.



*Elevate the voices of those with **lived** experience.*

Discuss Strategies and Tools to **Advance** Equity



Commit



Educate



Evaluate



Analyze



Partner



Document

Resources



[Presentation](#)



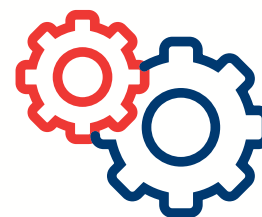
[Recording](#)



- [EEO in RA](#)
- [EEO Regulations for RAP](#)
- [Sponsor Quick Reference Guide](#)
- [Recordkeeping Reference Guide](#)
- [Past Recordings of Webinars](#)
- [Protected Characteristics](#)
- [Anti-Harassment Training Resources](#)
- [7% Disability Utilization Goal](#)

Session 3: DEIA Outreach and Recruitment Strategies (Continued)

Learn about outreach and recruitment challenges, opportunities, and **promising practices** continued from session 2. Outreach strategies will include **practical techniques** RAPs can use to connect with CBO, employers, community members, and stakeholders.



Learning Objectives



UNDERSTAND the difference between outreach and recruitment.



IDENTIFY recruitment challenges and opportunities.



EXPLAIN the value of community stakeholders and business partnerships.



PROVIDE recruitment training to eliminate bias and discrimination.



DEVELOP strategies to address access barriers for underserved communities.

Also learn about this Four Step Outreach Strategy

Inform



Educate



Collaborate



Empower



Resources

People of Color

- [BIPOC Identity Based Resources](#)
- [Forbes - Professional Apprenticeships: Helping Underrepresented People of Color Get Better Jobs](#)
- [Together We Can Increase Black Participation in Apprenticeship](#)
- [Pathway for African Americans and Other POC](#)

English Learners & Immigrants

- [The Immigrant Learning Center Immigration Research Library](#)
- [Workforce GPS Refugee Resettlement Services](#)
- [Career Training Opportunities for New Americans](#)

Women

- [Advancing Opportunities for Women through RA](#)
- [Workforce GPS Expanding RA for Women](#)

Individuals with Disabilities

- [Outreach to People with Disabilities](#)
- [Job Accommodation Network](#)

Second Chance

- [Building Second Chances: Tools for Local Reentry Coalitions](#)
- [The Case for Paid RA Behind Bars](#)

Veterans

- [Expanding RA for Veterans](#)
- [National Center for PTSD](#)



[Presentation](#)



[Recording](#)



Session 4: DEIA Retention Strategies for RA



This session will discuss specific retention challenges and barriers for apprentice populations. The session will highlight **retention strategies** for diverse populations that align with EEO regulations, OA's DEIA metrics, and apprenticeship goals. These strategies will help RAPs demonstrate **sustainability and success** in DEIA retention efforts.

Learning Objectives



UNDERSTAND strategies to address retention barriers for underserved communities.



IDENTIFY retention challenges and opportunities.



EXPLAIN different strategies that encourage inclusive and respectful interactions within Registered Apprenticeship Programs.



PROVIDE Registered Apprenticeship sponsors and employers with critical competencies to help retain marginalized populations.

Retention in RAPs

RA is one of the most effective strategies for engaging employers and **increasing performance outcomes** for the public workforce system. Registered Apprenticeship helps workers get jobs, keep jobs, and increase their skills and earnings. RA completers have **high retention rates** – 93% of apprenticeship graduates retain employment after program completion.



Resources

- [Partner Finder for RAPs](#)
- [Employer Playbook for RAPs](#)
- [Sponsor Quick Reference Guide](#)
- [Recordkeeping Reference Guide](#)
- [Scaling RA Grantee Recruitment and Retention](#)
- [Hire Veterans for RAPs](#)
- [Upskilling for Retention](#)
- [DEIA & Retention](#)



[Presentation](#)



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Session 5: Addressing Employment and Training Barriers for Diverse Populations



This session will review DEIA initiative goals on a national level and identify specific challenges that affect employment opportunities for diverse populations. The audience will walk away with **strategies and promising practices** meant to assist apprentices with the completion of instruction and On-the-Job (OJT) portions within a sponsor's Registered Apprenticeship Program.

Learning Objectives

- ✓ **Understand** the complexity surrounding employment and training barriers in Registered Apprenticeship.
- ✓ **Identify** strategies for incorporating resources and increasing apprenticeship completion.
- ✓ **Incorporate** best practices for continual program improvement.
- ✓ **Promote** ongoing learning and reflection of shifting mindsets.



What action can be taken to ensure spaces are **welcoming** to ALL?

Resources



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- [Improving Community College Completion Rates by Addressing Barriers](#)
- [Job Accommodation Network](#)
- [Employer Assistance and Resource Network on Disability Inclusion](#)
- [Digital Accessibility Toolkits](#)
- [US Office of Personnel Management FAQs](#)
- [10 Transformational Pathways for States](#)
- [Prevent Harassment](#)
- [Protected Characteristics](#)
- [Barriers and Benefits of Diversity in the Workplace](#)

Session 6: Engaging and Empowering Sponsor Leadership to Expand DEIA Efforts



This session will review **Technical Assistance** (TA) to help sponsors expand their DEIA efforts with Intermediaries. The audience will learn how incorporating DEIA into business operations helps them meet EEO regulations, increase RA completion rates, achieve organizational objectives, further recruitment initiatives, and improve philanthropic efforts. These **specific strategies** will help sponsors meet and increase their organizational DEIA efforts through RAPs.

Learning Objectives



Understand the barriers and challenges of not having buy-in from employer leadership.



Identify strategies for incorporating employer leadership into RAPs and DEIA efforts.



Incorporate best practices for communicating with employer leadership.



Develop a sustainability and growth plan for RAP long-term success.

*93% of apprentices **retain employment** after completing an apprenticeship!*

Resources

- [Advancing DEIA in RA Webinar](#)
- [DEIA Factsheet in RA](#)
- [EEO in RA](#)
- [DEIA Apprenticeship.Gov](#)
- [Techniques for Selling to the C Suite](#)
- [Forbes tips for Selling to the C-Suite](#)
- [Employer's Playbook for Building an Apprenticeship Program](#)
- [How to Write Content They'll Love](#)



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[Recording](#)

