Remote Work Training Ideas

See below for some of the printable resources you can take home to be ready for remote work if you don’t have internet or a workable computer at home. See translation instructions at the end of this page if your employee would like resources in a language other than English.

**Employees** who have remote access to the internet can go to the [Learning Library](https://western.dc4.pageuppeople.com//gateway/SAML.aspx?binding=urn%3aoasis%3anames%3atc%3aSAML%3a2.0%3abindings%3aHTTP-POST). Within the Library, they can create Individual learning activities for everything they do to build a record of their professional development activities during this time. (They can do this by clicking on the little Plus sign at the top by the search bar.)

Many of the resources listed here will not track progress, so an option is to write a summary of learning and personal reflection. Strive for comprehensive summaries, which may be shared with a team and/or manager.

# Printable/Offline Training Resources

Books that can be accessed for free online:

* [But I’m not a Racist](https://drkathyobear.com/wp-content/uploads/2017/01/But-Im-NOT-Racist-Advance-Reader-Copy.pdf) by Kathy Obear
* [2 Second Lean e-book](https://paulakers.net/books/2-second-lean)

Resources, Tutorials:

* [Anti-Racism Starter Kit](https://static1.squarespace.com/static/5b21b436f8370a84045a7256/t/5dfa5d9ccda8467a3e891749/1576689054017/Antiracism%2BStarter%2BKit.pdf) (printable)

Online Articles (Can be printed out ahead of time and taken home):

* [Big list of web accessibility articles](https://alistapart.com/blog/topic/accessibility/)
* [Great article on Cross Cultural Design](https://alistapart.com/article/cross-cultural-design/)
* [Why are campuses so tense?](https://www.chronicle.com/interactives/20191126-Steele) (from the Chronicle, which is free on university computers, so must be printed ahead of time)
* [The Philosopher of #MeToo](https://www.chronicle.com/interactives/20191113-ManneDoherty) (Chronicle)
* [Why Diversity Initiatives Fail](https://www.chronicle.com/interactives/20191106-Newkirk) (Chronicle)
* [Does Diversity Training Work the Way It’s Supposed To?](https://hbr.org/2019/07/does-diversity-training-work-the-way-its-supposed-to) (HBR)
* [The #1 Way to Increase Inclusion, According to Gallup](https://www.gallup.com/workplace/247106/no-strategy-true-inclusion-workplace.aspx) (Gallup)
* [Diverse Teams Feel Less Comfortable – and that’s Why They Perform Better](https://hbr.org/2016/09/diverse-teams-feel-less-comfortable-and-thats-why-they-perform-better) (HBR)
* [Marlon James: Why I’m Done Talking About Diversity](http://lithub.com/marlon-james-why-im-done-talking-about-diversity/) (Lithub)
* [Great Leaders Who Make the Mix Work](http://hbr.org/2013/09/great-leaders-who-make-the-mix-work/ar/pr) (HBR)
* [Dear fellow white people: Here’s what to do when you’re called a racist](https://www.washingtonpost.com/outlook/dear-fellow-white-people-heres-what-to-do-when-youre-called-racist/2019/08/20/6e31941a-beda-11e9-b873-63ace636af08_story.html) (Washington Post)
* [I wanted to know what white men thought about their privilege](https://www.nytimes.com/2019/07/17/magazine/white-men-privilege.html) (New York Times)
* [First Impression Bias](https://business.linkedin.com/talent-solutions/blog/recruiting-strategy/2017/4-ways-to-eliminate-first-impression-bias-and-hire-the-right-candidate) (LinkedIn)

Books that staff would need to find on their own (library, bookstore, Amazon purchase):

* [Mismatch](https://mitpress.mit.edu/books/mismatch)
* [The Person You Mean to Be: How Good People Fight Bias](https://www.amazon.com/Person-You-Mean-Be-People/dp/0062692143/ref%3Dsr_1_3?crid=2EN7ULHQCNS9O&keywords=the+person+you+mean+to+be+dolly+chugh&qid=1583359742&sprefix=the+person+you+mean+t%2Caps%2C213&sr=8-3) by Dolly Chugh
* [Whistling Vivaldi: How Stereotypes Affect Us and What We Can Do](https://www.amazon.com/Whistling-Vivaldi-Stereotypes-Affect-Issues/dp/0393339726/ref%3Dsr_1_3?crid=1IIEXQAOIOY1V&keywords=whistling+vivaldi&qid=1583360561&sprefix=whistling+vi%2Caps%2C217&sr=8-3), by Claude Steele
* Social Justice Toolbox [Book suggestions](http://www.socialjusticetoolbox.com/resources/)

Podcasts (can be accessed by those with Smartphones):

* [Scene on Radio](https://www.sceneonradio.org/) (in particular, “Seeing White” - 14 episodes; “Men”- 12 episodes)
* [Yale University Press](https://yalebooks.yale.edu/podcast)
* [Solidarity is This](https://podcasts.apple.com/us/podcast/solidarity-is-this/id1251648447?mt=2)
* [Battle Tactics](https://www.kuow.org/podcasts/battle-tactics)

# Web-based Training Resources

Videos:

* [4 steps for busting unconscious bias](https://youtu.be/K-n7el87Dmo) (4:26)
* [Intro to web accessibility](https://youtu.be/20SHvU2PKsM)
* [Demo of screen reader use](https://www.youtube.com/watch?v=dEbl5jvLKGQ)
* [Why we need more diversity to solve complex problems](https://www.youtube.com/watch?v=2GYOx1PF3Bc) | Scott Page - 12 June 2017 (45 min.)
* [What does my headscarf mean to you?](https://www.youtube.com/watch?v=18zvlz5CxPE) | Yassmin Abdel-Magied (14 min.)
* [Unconscious Bias @ Work](https://www.youtube.com/watch?v=nLjFTHTgEVU) | Google Ventures (1 hour)
* [Recognizing and Interrupting Racism](https://drkathyobear.com/recognizing-and-interrupting-racism-in-your-organization-webinar-confirmation/) (webinar-1 hour)
* [TED talks on Inclusion](https://www.ted.com/talks?sort=newest&topics%5B%5D=inclusion)
* [TED talks on Diversity](https://www.ted.com/talks?sort=newest&topics%5B%5D=diversity)
* [2019 DEI Summit recordings](https://westernwashington.pageuppeople.com/learning/1174)

Books on the diversity topic that can be accessed (with a free account) online through [O’Reilly Media](https://learning.oreilly.com/home/):

* [The Diversity Bonus](https://learning.oreilly.com/library/view/the-diversity-bonus/9780691193823/), by Scott Page
* [Hacking Diversity](https://learning.oreilly.com/library/view/hacking-diversity/9780691194172/), by Christina Dunbar-Hester
* [Diversity Beyond Lip Service](https://learning.oreilly.com/library/view/diversity-beyond-lip/9781523098712/), by La’Wana Harris
* [The Diversity Imperative](https://learning.oreilly.com/library/view/the-diversity-imperative/53863MIT59460/), by MIT Sloan Management Review
* [Strategic Management of Diversity in the Workplace](https://learning.oreilly.com/library/view/strategic-management-of/9781351762779/), by Emile Chidiac

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Employees with home internet access can participate in online trainings via the [Learning Library](https://westernwashington.pageuppeople.com/learning/) (use the search term "online" to locate a growing list of options)

Online Classes for those with home internet access:

* [Web Accessibility training (canvas course) and other resources](https://www.wwu.edu/access)
* [Addressing Unconscious Bias](https://www.grovo.com/addressing-unconscious-bias)
* [Gender Equality and Sexual Diversity](https://www.udemy.com/course/gender-equality-and-sexual-diversity/)
* [Diversity and Inclusion in the Workplace](https://www.coursera.org/learn/diversity-inclusion-workplace)
* [Leading with Effective Communication (Inclusive leadership training)](https://www.edx.org/course/leading-with-effective-communication-inclusive-lea)
* [Inclusion of Minorities in Community Development](https://alison.com/topic/learn/58175/learning-outcomes) (log in with Microsoft using Western login)
* [Becoming a Successful Leader](https://www.edx.org/course/becoming-successful-leader-inclusive-catalystx-il2x-1) (Inclusive leadership training)
* [Understanding Diversity and Inclusion](https://www.futurelearn.com/courses/diversity-inclusion-awareness)
* [Optimizing Diversity on Teams](https://www.coursera.org/learn/diverse-teams)
* [Unconscious Bias](https://www.mslearning.microsoft.com/course/72169/launch) (by Microsoft)

Resources, Tutorials:

* [The Design System, which has a number of tutorials on creating accessible PDFs/word docs/etc](https://designsystem.wwu.edu/)
* [DEI Summit 2020](https://ofm.wa.gov/2020-dei-summit-media-whats-your-vision)
* [Social Justice Resources](https://guides.lib.ku.edu/socialjustice/ttr) (University of Kansas)
* [University of Calgary diversity resources](https://www.ucalgary.ca/dtoolkit/resources/usa)
* [Openmind](https://westernwashington.pageuppeople.com/learning/1250): 5 modules are about 20-30 minutes each
* [Take a Test - Project Implicit - Harvard University](https://implicit.harvard.edu/implicit/takeatest.html)
* [Connecting Cultures Resources](https://www.culturesconnecting.com/resources)
* [Kathy Obear’s Blog](https://drkathyobear.com/blog/)
* [Equity Learning Collective](https://sites.google.com/wwu.edu/equity-learning-collective/meetings)
* [Anti-Racism Starter Kit](https://static1.squarespace.com/static/5b21b436f8370a84045a7256/t/5dfa5d9ccda8467a3e891749/1576689054017/Antiracism%2BStarter%2BKit.pdf) (printable)
* [National Equity Project](https://nationalequityproject.org/resources/webinars) (Webinars and resources)
* [Social Justice Toolbox](http://www.socialjusticetoolbox.com/all-activities)

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* [Does Diversity Training Work the Way It’s Supposed To?](https://hbr.org/2019/07/does-diversity-training-work-the-way-its-supposed-to) (HBR, can sign up and get a few free articles per month)
* [The #1 Way to Increase Inclusion, According to Gallup](https://www.gallup.com/workplace/247106/no-strategy-true-inclusion-workplace.aspx) (Gallup)
* [Diverse Teams Feel Less Comfortable – and that’s Why They Perform Better](https://hbr.org/2016/09/diverse-teams-feel-less-comfortable-and-thats-why-they-perform-better) (HBR)
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* [I wanted to know what white men thought about their privilege](https://www.nytimes.com/2019/07/17/magazine/white-men-privilege.html) (New York Times)
* [First Impression Bias](https://business.linkedin.com/talent-solutions/blog/recruiting-strategy/2017/4-ways-to-eliminate-first-impression-bias-and-hire-the-right-candidate) (LinkedIn)

Podcasts:

* [Scene on Radio](https://www.sceneonradio.org/) (in particular, “Seeing White” - 14 episodes; “Men”- 12 episodes)
* [Yale University Press](https://yalebooks.yale.edu/podcast)
* [Solidarity is This](https://podcasts.apple.com/us/podcast/solidarity-is-this/id1251648447?mt=2)
* [Battle Tactics](https://www.kuow.org/podcasts/battle-tactics)

# Translation Instructions

In order to translate any of the printable options above, here is one way to do so:

1. **Go to** [**Google Drive**](https://drive.google.com/drive/my-drive) **(sign in using your Western ID if prompted)**
2. **Click “New”, then Click Google Docs:**





1. **Copy and paste what you need to translate into the Google Doc**
2. **Click Tools, and then “Translate document”:**



1. **Choose a language, and click “Translate”**
2. **You will now have a translated copy of this document which will also be in your Google Drive**