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COURSE BROCHURE

# Unconscious Bias in Workplace Decisions Training Course

28 December 2026 – 1 January 2027
Singapore

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**Ref:** 2703_103183 **Date:** 28 December 2026 – 1 January 2027 **Location:** Singapore **Fees:** 6900 GBP

Unconscious Bias in Workplace Decisions is a 1-week training course for managers and staff who shortlist candidates, rate performance, recommend promotions and judge client applications, and each participant leaves with a bias checkpoint plan for one recurring team decision. Organisations now face closer scrutiny of how people decisions are reached, and hidden assumptions quietly erode both fairness and the quality of choices. Jupiter Prime Training delivers this course on unconscious bias in workplace decisions.

## Why Unconscious Bias in Workplace Decisions Matters Now

Three pressures shape this subject today. Workforces are more varied in background, age and career path, so snap judgements based on similarity misread more people. Candidates and clients expect decisions reached on stated criteria and share their experiences quickly. Rising decision volumes push managers towards mental shortcuts. An organisation that handles bias well widens its talent pool, keeps trust with clients and defends its choices when challenged. One that ignores it repeats narrow hiring patterns and loses capable staff. The course rests on research into judgement and structured interviewing.

## Who Gains Most from Unconscious Bias in Workplace Decisions

- People who screen applications, run interviews and choose between shortlisted candidates
- Those who rate performance, write appraisal comments and agree calibration outcomes
- Staff who recommend or approve promotions, stretch assignments and succession picks
- Relationship and credit officers who judge client applications, limits and exceptions
- Meeting chairs who steer group discussions where people decisions are reached

A hiring or promotion panel gains most when several of its members attend together and agree one shared set of checkpoints.

## Unconscious Bias in Workplace Decisions Capabilities

Participants move from noticing snap judgements to building checks where they cause most harm.

- Assess where similarity, halo and confirmation effects enter a recurring decision — panel chairs
- Design structured criteria and scoring anchors before candidates or clients are seen — hiring managers
- Apply evidence prompts that separate observed behaviour from impressions — appraisal reviewers
- Test promotion and assignment shortlists for patterns of exclusion — talent committees

- Build meeting habits that give quieter voices a fair hearing — team leaders
- Communicate the reasons for a decision in terms others can check — candidates and clients

## Key Unconscious Bias in Workplace Decisions Terms

- Unconscious bias — an automatic assumption about a person or group that shapes judgement unnoticed.
- Affinity effect — the pull towards people who share our background, interests or style, often mistaken for cultural fit.
- Halo effect — letting one strong impression, good or bad, colour the rating of every other quality a person has.
- Bias checkpoint — a fixed pause in a decision process where criteria, evidence and alternatives are checked before moving on.
- Scoring anchor — a written description of what each rating level looks like, agreed before any candidate or case is assessed.
- Decision log — a short record of the criteria used, evidence weighed and reasons given for a people or client decision.

## Unconscious Bias in Workplace Decisions Day by Day

### Day 1: How Snap Judgements Form

- Fast and Slow Thinking Patterns — When Shortcuts Help or Harm Choices
- Affinity, Halo and Confirmation Effects — Spotting Them in Daily Judgements
- Stereotype Triggers in Names, Accents and Age — Screening Fairness
- Personal Reflection Exercises — Noticing One's Own Default Assumptions
- Cost of Biased Choices Map — Talent, Trust and Client Outcomes

### Day 2: Hiring and Selection Checks

- Job Criteria Written Before Advertising — Defining What Good Looks Like
- Anonymised Application Screening — Reducing Name and Background Cues
- Structured Interview Question Sets — Comparable Evidence Across Candidates
- Scoring Anchors and Independent Ratings — Limiting Panel Groupthink
- Candidate Debrief Sequence — Evidence First, Overall Impressions Last

### Day 3: Appraisal and Promotion Judgements

- Behavioural Evidence Prompts — Separating Observations From Personality Labels
- Recency and Leniency Patterns — Fairer Year-End Performance Ratings
- Calibration Meeting Rules — Challenging Ratings Without Personal Attack
- Promotion Shortlist Pattern Review — Who Is Missing and Why
- Stretch Assignment Allocation Logs — Fair Access to Development

## Day 4: Client Decisions and Group Habits

- Client Application Criteria Sheets — Consistent Credit and Service Judgements
- Exception Request Reviews — Testing Gut Feel Against Stated Policy
- Inclusive Meeting Turn-Taking — Hearing Quieter Voices Before Deciding
- Devil's Advocate and Pre-Mortem Roles — Breaking Early Group Consensus
- Decision Log Templates — Recording Reasons Others Can Check

## Day 5: Practising the Bias Checkpoint Plan

- Recurring Decision Mapping — Choosing Where Checkpoints Matter Most
- Hiring Panel Simulation — Applying Anchors and Independent Ratings
- Calibration Role Play — Testing Evidence Prompts Under Pressure
- Client Exception Case Review — Applying Criteria Sheets and Decision Logs
- Bias Checkpoint Plan — Completing and Presenting One Team Decision

## Applying Unconscious Bias in Workplace Decisions After the Course

- Introduce written scoring anchors and independent ratings on the next hiring panel the participant sits on.
- Run one calibration or client exception meeting using evidence prompts and a decision log, then review the record with colleagues.

## Unconscious Bias in Workplace Decisions Questions FAQ

### What is unconscious bias in workplace decisions and why does it matter now?

It is the influence of automatic assumptions on hiring, appraisal, promotion and client choices. It matters now because workforces are more varied, decisions face closer scrutiny, and biased shortcuts cost organisations talent and trust.

### Which roles gain most from unconscious bias in workplace decisions training?

Anyone who shortlists, interviews, rates, promotes or approves gains most. Hiring panels, appraisal reviewers, talent committees and credit officers apply the checkpoints to decisions they already make.

### How does unconscious bias in workplace decisions differ from a general diversity course?

It focuses on decision mechanics rather than awareness alone. A general diversity course explains values and representation; this subject builds criteria, scoring anchors, evidence prompts and decision logs that change how specific choices are actually reached.

## What do you bring back from unconscious bias in workplace decisions training?

You bring back a bias checkpoint plan for one recurring decision in your team. It sets out criteria, pause points, evidence prompts and the record to keep.

## Unconscious Bias in Workplace Decisions: The Way Forward

The bias checkpoint plan first informs the next recurring people or client decision a team takes, such as a shortlist or a rating round. Panel chairs, line managers and reviewers use it together. After its first use, the perspective worth revisiting is which checkpoint actually changed an outcome, so the plan stays short and owned by its users.