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COURSE BROCHURE

# Diversity, Equity and Belonging Training Course for Talent Decision Makers

16 – 20 August 2027
Milan

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Registered in the United Kingdom and Saudi Arabia

# Diversity, Equity and Belonging Training Course for Talent Decision Makers

**Ref:** 2200_81315 **Date:** 16 – 20 August 2027 **Location:** Milan **Fees:** 6200 GBP

Diversity, Equity and Belonging is a 1-week training course for people managers and HR partners who shape hiring, promotion and stretch-assignment calls, and who leave with a Talent Decision Equity Audit for their own unit. Organisations now face sharper scrutiny from candidates, employees and investors over how fairly opportunity is shared. Jupiter Prime Training runs this course for leaders who want those decisions to be consistent, explainable and open to every capable person.

## Why Diversity, Equity and Belonging Matters Now

Three pressures meet on the desk of every people manager. Skills shortages push organisations to recruit from wider talent pools, so screening habits that once went unnoticed now cost good hires. Employees compare internal mobility openly and leave when advancement looks reserved for a familiar circle. Investors and boards increasingly ask for evidence on representation and pay equity rather than statements. Units that structure their talent calls retain people longer; units that rely on instinct invite grievances and attrition. The course rests on structured interviewing, job-related selection criteria and the distinction between equality of treatment and equity of access.

## Who Gains Most from Diversity, Equity and Belonging

- Line leaders who chair interview panels and sign off appointments
- HR business partners who advise on promotion rounds and calibration meetings
- Talent acquisition leads who write job adverts, shortlists and assessment designs
- Function heads who allocate high-visibility projects, secondments and sponsorship
- Reward and workforce analysts who prepare representation and pay-gap figures

A leadership group and its HR partner gain most when they attend together, because they can agree shared criteria for the next appointment round.

## Diversity, Equity and Belonging Capabilities

Participants move from good intentions to talent decisions that can be traced, compared and explained to any candidate or employee.

- Design job-related selection criteria and scoring rubrics before a vacancy opens — hiring panels
- Apply structured interview questions and independent scoring to reduce affinity bias — candidates
- Test promotion and calibration outcomes for adverse impact across employee groups — HR partners
- Build a transparent rotation for stretch assignments and sponsorship — emerging talent
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Calculate representation, progression and belonging indicators from workforce records — senior leaders
- Communicate the reasoning behind a talent decision to unsuccessful internal applicants — employees

## Key Diversity, Equity and Belonging Terms

- Equity of access — giving each person what they need to compete fairly for an opportunity, rather than identical treatment regardless of starting point.
- Belonging — the degree to which an employee feels accepted, heard and able to contribute without hiding parts of their identity.
- Affinity bias — the tendency to favour candidates who resemble the assessor in background, interests or communication style.
- Adverse impact — a selection or promotion outcome that falls markedly less favourably on one group than on others.
- Structured interview — an interview in which every candidate answers the same job-related questions, scored against an agreed rubric.
- Sponsorship — active advocacy by a senior leader who puts a named employee forward for visible roles and advancement.

## Diversity, Equity and Belonging Day by Day

## Day 1: The Case for Fair Opportunity

- Equity Versus Equality Distinction — How Access Gaps Shape Career Paths
- Talent Lifecycle Mapping — Where Opportunity Narrows From Advert to Promotion
- Belonging Indicators — Why Retention Tracks Acceptance and Voice
- Stakeholder Expectations Scan — Candidates, Employees, Boards and Investors
- Unit Baseline Snapshot — Representation and Progression Starting Point

## Day 2: Bias in Selection

- Inclusive Job Advert Wording — Widening the Applicant Pool
- Job-Related Selection Criteria — Removing Proxies for Background
- Structured Interview Design — Same Questions, Agreed Scoring Rubric
- Panel Composition and Independent Scoring — Limiting Affinity Bias
- Shortlist Diversity Review — When to Reopen a Candidate Search

## Day 3: Fair Promotion and Allocation

- Calibration Meeting Facilitation — Challenging Halo and Recency Effects
- Promotion Readiness Evidence — Separating Potential From Visibility
- Stretch Assignment Rotation — Sharing High-Profile Projects Openly
- Sponsorship Pairing — Naming Advocates for Under-Represented Talent
- Internal Applicant Feedback Script — Explaining Unsuccessful Outcomes

## Day 4: Measuring Progress

- Representation and Progression Ratios — Tracking Movement Between Grades
- Adverse Impact Testing — Comparing Selection Rates Across Groups
- Pay Equity Comparison — Like-for-Like Roles and Unexplained Gaps
- Belonging Pulse Survey Items — Measuring Voice and Acceptance
- Equity Dashboard Design — What Senior Leaders Review Each Quarter

## Day 5: Practising the Talent Decision Equity Audit

- Inclusive Meeting Routines — Rotating Voice in Team Decisions
- Selection Case Rehearsal — Applying Rubrics to a Live Vacancy
- Calibration Simulation — Defending a Promotion Slate With Evidence
- Indicator Interpretation Clinic — Reading the Unit Equity Dashboard
- Talent Decision Equity Audit — Findings, Fixes and Owners

## Applying Diversity, Equity and Belonging After the Course

- Rebuild the next vacancy in the unit with job-related criteria, a structured interview and independent panel scoring.
- Run an adverse impact check on the most recent promotion round and present the selection-rate comparison to the leadership group.

## Diversity, Equity and Belonging Questions FAQ

### What is Diversity, Equity and Belonging in talent decisions, and why does it matter now?

It is the practice of making hiring, promotion and assignment choices on job-related evidence so that every capable person has fair access. It matters now because candidates, employees and boards expect organisations to show how opportunity is shared.

### Which roles gain most from Diversity, Equity and Belonging training?

People managers who chair panels and HR partners who advise on promotion rounds gain most. Talent acquisition leads and workforce analysts also benefit.

### How does Diversity, Equity and Belonging for talent decision makers differ from a general inclusive leadership course?

It concentrates on decisions rather than everyday team climate. A general inclusive leadership course builds daily habits; this one gives you rubrics, calibration methods and measures that make selection and promotion outcomes fair and explainable.

### What do you bring back from Diversity, Equity and Belonging training?

You bring back a Talent Decision Equity Audit for your own unit. It covers your selection criteria, interview design, promotion evidence, equity indicators and a list of fixes with named owners, ready for your leadership group.

## Diversity, Equity and Belonging: The Way Forward

The Talent Decision Equity Audit first informs how the next vacancy or promotion round is run. Line leaders and HR partners use it together to set criteria, brief panels and agree which indicators the leadership group reviews. After its first use, revisit the belonging pulse results alongside progression ratios, since fair decisions only hold when people also feel they can stay and grow.