CREATING INCLUSION
LEARNING PACK

Institution of
MECHANICAL
ENGINEERS

Improving the world through engineering

CREATING INCLUSION
LEARNING PACK

Welcome to our bespoke Diversity & Inclusion Online Learning Programme 'Creating Inclusion ,available to all our members and volunteers around the globe at no cost.

The pack will guide you through your learning journey and give you useful tips to enhance your knowledge further, including additional reading materials, links to external resources to boost inclusion even further at IMechE, in your organisation or personal life. The pack is designed to take you through your learning journey month by month, and signpost you to all our fantastic materials located on our Learning Management System (LMS).

We hope you enjoy your learning journey. We are always looking to provide the best possible experience to our members and volunteers. If you would like to share your experience on this online programme, please email diversity@imeche.org.

Please click on the icon above to start your learning journey. To login, please create a new account or login using your existing credentials should you have one. For any queries, please contact diversity@imeche.org.

Modules 9 (Inclusive Leadership) and 10 (Inclusive Talent) will be available to all people leaders in 2024.

CREATING INCLUSION
IMECHE VALUES & BEHAVIOURS

For this learning programme to create impact around inclusion at the IMechE, it is essential that we keep the 4 I's in the front of our minds as we work together to visibly enhance inclusion for all members and employees at the Institution. Below is a reminder of our Institutional core values, as we cannot enhance belonging for all without consistently demonstrating these values:

We are inclusive >

We work together as one inclusive team, valuing and respecting diversity by opening up to, and actively listening to the contributions one another have to make.

We act with integrity >

We do the right thing for IMechE and for one another by being honest, truthful, and authentic, acting with integrity in every decision we make and every action we take.

We are innovative >

We find better ways to get things done, innovating to resolve problems, drive change, and move our mission forward by making tomorrow better than today.

We make an impact >

We make a difference and an impact in what we do, taking accountability and ownership for meeting our commitments, making things happen by succeeding together and excelling as individuals.

MODULE 1
EXPLORING BELONGING

Institution of MECHANICAL ENGINEERS

Improving the world through engineering

MODULE 1
EXPLORING BELONGING

Welcome

Welcome to your first module, in this module we will be looking at what belonging means to us as human beings, how to create belonging at the Institution and how it can be a powerful tool to enhance inclusion and create a space where diversity can thrive, and everyone can reach their full potential.

Overview

We all want to feel like we belong, whether it is with our family, friends or at work, none of us want to feel like an outsider or that we don't belong somewhere, so your first module is designed to explore the 'Seven Stages of Belonging' in an inspiring and engaging way, and you will leave feeling confident and empowered to create even greater belonging at the IMechE.

Module Objectives

During this module you will learn more about:

- Identity and how it influences our sense of belonging
- Importance of psychological safety and trust
- How feeling valued and creating connection increases belonging
- Practical actions to enhance empathy and listening skills
- Ways to have courageous conversations to impact belonging for others

Introduction Video

EXPLORING BELONGING
YOUR LEARNING

Factsheets & Quick Skills

Have a look through some of our different factsheets that support your learning of the meaning of belonging,

Podcast

This month's podcast is all about what belonging means to real people at the IMechE and what others have done and can do to make others feel like they belong.

Infographic

For the more visual learners, take a look at a handy infographic around what belonging means, how it feels and how to create it.

Belonging Activity Pack

Check out the activities that we have designed for you to enhance belonging for those you collaborate with, with a variety of activities to choose from, you will find something that works for you.

EXPLORING BELONGING
FURTHER LEARNING

Once you've completed your online learning, we think these additional links could help to enhance your learning further:

RAE Report

[Inclusive Cultures in Engineering](#)

Article

[McKinsey: It's About Belonging](#)

Top Tips

[How to create belonging during virtual meetings](#)

Video

[What does diversity & inclusion mean to you? (IMechE)](#)

Podcast

['Where are you really from?'](#)

Book

[Belonging: The Key to Transforming and Maintaining Diversity, Inclusion and Equality at Work - *by S. Unerman, K. Jacob, M. Edwards*](#) *

*book available from many retail outlets, this link is one recommendation

EXPLORING BELONGING REFLECTION

Well done on completing your first module, throughout this module you have learnt the following:

- What identity means

- How identity influences our sense of belonging

- The importance of psychological safety and trust

- How feeling valued and creating connection increases belonging

- Practical actions to enhance empathy and listening skills

- Ways to have courageous conversations to impact belonging for others

Before you move onto your next module, take a moment to reflect on everything you have learnt in this and make notes on the right-hand side of this page.

Think about what else you would like to learn and how you can keep these conversations alive, following your learning programme.

Don't forget to use the activities on your learning management system and techniques learnt in your workshop to create greater inclusion for yourself and others.

What stuck in your mind from this module?

What have you learnt about yourself during this part of your learning?

How can you share your learning with other members, volunteers and employees?

MODULE 2
EXPLORING DIVERSITY & INCLUSION

Institution of
MECHANICAL
ENGINEERS

MODULE 2
UNDERSTANDING D&I

Welcome

Welcome to your second module, in this module we will be looking at what Diversity and Inclusion (D&I) means, some of the 'buzzwords' that you might here when discussing D&I and how to have open and respectful conversations with other members and staff at the IMechE to enhance inclusion for all.

Overview

When it comes to the topic of Diversity and Inclusion (D&I) there is lots to learn, which means it can be hard to know where to start and can feel overwhelming in general. This module is designed to increase your knowledge, awareness, skills and confidence to discuss this topic with other people at the Institution.

Module Objectives

During this module you will learn more about:

- Defining D&I and the opposing factors
- Why inequality and a lack of inclusion occurs
- How identity, power and privilege affect D&I
- Understanding respect, acceptance and harmony
- Actions to increase respect and acceptance at the IMechE

Introduction

UNDERSTANDING D&I
YOUR LEARNING

Factsheets & Quick Skills

Have a look through some of our different factsheets that support your learning of the meaning of D&I,

Podcast

We got talking to real people at the IMechE about what D&I means to them as members and how their international experience and cultural differences help them understand D&I from different perspectives.

Infographic

For the more visual learners, take a look at a handy infographic around the ever-evolving LGBT+ acronym and why language is important when considering D&I.

Module Activity Pack

Take a look at the activity pack for our second module, to find a variety of different activities, reflections and questions that will help you to build further knowledge around the topics discussed in your second module 'Understanding D&I'

UNDERSTANDING D&I
FURTHER LEARNING

Once you've completed your online learning, we think these additional links could help to enhance your learning further:

Article

[What is Diversity & Inclusion?](#)

Guide

[Stereotypes & Bias](#)

Top Tips

[Inclusive Language Guide](#)

Video

[An evidence-based future for D&I (RAE)](#)

Podcast

[Ensuring Diversity in Engineering](#)

Book

[Invisible Women – Caroline Criado Perez](#)

UNDERSTANDING D&I REFLECTION

Well done on completing your first module, throughout this module you have learnt the following:

- Defining D&I and the opposing factors

- Why inequality and a lack of inclusion occurs

- How identity, power and privilege affect D&I

- Understanding respect, acceptance and harmony

- Actions to increase respect and acceptance at the IMechE

Before you move onto your next module, take a moment to reflect on everything you have learnt in this and make notes on the right-hand side of this page.

Think about what else you would like to learn and how you can keep these conversations alive, following your learning programme.

Don't forget to use the activities on your learning management system and techniques learnt in your workshop to create greater inclusion for yourself and others.

What stuck in your mind from this module?

What have you learnt about yourself during this part of your learning?

How can you share your learning with other members, volunteers and employees?

MODULE 3
BULLYING, HARASSMENT & DISCRIMINATION

Institution of MECHANICAL ENGINEERS

Improving the world through engineering

MODULE 3
BULLYING, HARASSMENT & DISCRIMINATION

Introduction Video

Module overview

Understanding why bullying and harassment happens within organisations is the first step in preventing it from happening. Additionally, discrimination can come in a variety of forms and can affect everyone differently, knowing how to spot discrimination and how to prevent it will enable the Institution to promote diversity and inclusion – this module addresses just that.

Module Objectives

During this module we will explore the following:

- Understanding bullying, harassment & discrimination
- The reasons behind it
- How unconscious bias affects it
- How to recognise it at the Institution & beyond
- Practical actions to prevent it and ways to support others

BULLYING, HARASSMENT & DISCRIMINATION
YOUR LEARNING

Factsheets & Quick Skills

Have a look through some of our different factsheets that support your learning around bullying, harassment and discrimination,

Podcast

We got talking to real people at the IMechE about their experience with bullying, harassment and discrimination to understand this topic from different perspectives.

Infographic

For the more visual learners, take a look at a handy infographic surrounding this important topic.

Module Activity Pack

Take a look at the activity pack for our third module, to find a variety of different activities, reflections and questions that will help you to build further knowledge around the topics discussed.

BULLYING, HARASSMENT & DISCRIMINATION FURTHER LEARNING

Once you've completed your online learning, we think these additional links could help to enhance your learning further:

News

[What constitutes workplace bullying?](#)

Guide/Article

[Advice on direct/indirect discrimination](#) + [CIPD](#)

eLearning

[Unconscious bias free eLearning](#)

Video

[How prejudiced are you?](#)

Podcast

[How does discrimination affect mental health?](#)

Book

[Subtle Acts of Exclusion by T. Jana & M Baran](#)

BULLYING, HARASSMENT & DISCRIMINATION REFLECTION

Well done on completing your third module, throughout this module you have learnt the following:

- Understanding bullying, harassment & discrimination

- The reasons behind it

- How unconscious bias affects it

- How to recognise it at the Institution & beyond

- Practical actions to prevent it and ways to support others

Before you move onto your next module, take a moment to reflect on everything you have learnt in this and make notes on the right-hand side of this page.

Think about what else you would like to learn and how you can keep these conversations alive, following your learning programme.

Don't forget to use the activities on your learning management system and techniques learnt in your workshop to create greater inclusion for yourself and others.

What stuck in your mind from this module?

What have you learnt about yourself during this part of your learning?

How can you share your learning with other members, volunteers and employees?

MODULE 4
EMBRACING DIFFERENCES

Institution of
**MECHANICAL
ENGINEERS**

MODULE 4
EMBRACING DIFFERENCES

Overview

Embracing differences when building a fully inclusive culture is something that takes understanding, respect, and acceptance. We don't all have the same lived experiences or views of the world, so it is important to understand our differences to empower us to accept and respect other people, without having to negotiate with our values – this module addresses just that.

Module Objectives

- Understanding our differences
- Cultural differences and their impact
- Value, respect, and acceptance
- How-to live-in harmony with those with opposing views

Introduction Video

EMBRACING DIFFERENCES
YOUR LEARNING

Factsheets & Quick Skills

Have a look through some of our different factsheets that support your learning around how to embrace differences.

Podcast

We got talking to real people at the IMechE about how they have learnt to embrace differences and how it has evolved engineering.

Infographic

For the more visual learners, take a look at a handy infographic surrounding this important topic.

Module Activity Pack

Take a look at the activity pack for our third module, to find a variety of different activities, reflections and questions that will help you to build further knowledge around the topics discussed.

EMBRACING DIFFERENCES
FURTHER LEARNING

Once you've completed your online learning, we think these additional links could help to enhance your learning further:

Report

Diversity & Inclusion in STEM

Article

Cultural appreciation vs appropriation

Top Tips

How to bridge cultural differences

Video

Challenging our echo chambers

Podcast

Embracing diversity in the workplace

Book

Rebel Ideas by M. Syed

EMBRACING DIFFERENCES
REFLECTION

Well done on completing your first module, throughout this module you have learnt the following:

- Understanding our differences

- Cultural differences and their impact

- Value, respect, and acceptance

- How-to live-in harmony with those with opposing views

Before you move onto your next module, take a moment to reflect on everything you have learnt in this and make notes on the right-hand side of this page.

Think about what else you would like to learn and how you can keep these conversations alive, following your learning programme.

Don't forget to use the activities on your learning management system and techniques learnt in your workshop to create greater inclusion for yourself and others.

What stuck in your mind from this module?

What have you learnt about yourself during this part of your learning?

How can you share your learning with other members, volunteers and employees?

MODULE 5
EXPLORING DISABILITY

MODULE 5
EXPLORING DISABILITY

Introduction Video

Module overview

At the IMechE we have a wonderfully diverse range of abilities and neurodiversity, giving us a competitive advantage within the engineering field. Sometimes, however, we can misunderstand what disability means and how stigma can negatively impact members and employees' experiences at the Institution – this module addresses just that.

Module Objectives

- The diversity of disability

- The medical model vs the social model

- Disability advantages vs stigma, fear, intolerance and lost opportunities

- Ways to challenge perceptions of disability/ability

- Practical actions to positively impact others' views of disability

- Steps to be an ally to people with disabilities

EXPLORING DISABILITY
YOUR LEARNING

Factsheets & Quick Skills

Have a look through some of our different factsheets that support your learning around disability awareness.

Podcast

We got talking to real people at the IMechE about their experience with different disabilities and neurodiversity to understand how best to support other members and employees at the Institution.

Infographic

For the more visual learners, take a look at a handy infographic surrounding this important topic.

Module Activity Pack

Take a look at the activity pack for this module, to find a variety of different activities, reflections and questions that will help you to build further knowledge around the topics discussed.

EXPLORING DISABILITY FURTHER LEARNING

Once you've completed your online learning, we think these additional links could help to enhance your learning further:

Key Facts

World Health Organisation

Article

What Some Disabled People Want People To Know
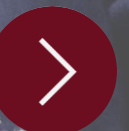
Top Tips

Supporting disabled people

Video

Hidden disabilities

Podcast

The Martyn Sibley Show + 'I Can't Stand' Podcast

Book

Hidden Disabilities and Conditions, By T. Smith

EXPLORING DISABILITY REFLECTION

Well done on completing your first module, throughout this module you have learnt the following:

- The diversity of disability

- The medical model vs the social model

- Disability advantages vs stigma, fear, intolerance and lost opportunities

- Ways to challenge perceptions of disability/ability

- Practical actions to positively impact others' views of disability

- Steps to be an ally to people with disabilities

Before you move onto your next module, take a moment to reflect on everything you have learnt in this and make notes on the right-hand side of this page.

Think about what else you would like to learn and how you can keep these conversations alive, following your learning programme.

Don't forget to use the activities on your learning management system and techniques learnt in your workshop to create greater inclusion for yourself and others.

What stuck in your mind from this module?

What have you learnt about yourself during this part of your learning?

How can you share your learning with other members, volunteers and employees?

MODULE 6
PERSONAL IMPACT

Institution of
**MECHANICAL
ENGINEERS**

MODULE 6
PERSONAL IMPACT & SELF-AWARENESS

Overview

Exploring how we impact others and awakening our own self-awareness is a key step in promoting further inclusion at the Institution, so in this module we will delve deeper into how to practically adapt our own approach to make tangible positive impact on others within the IMechE.

Module Objectives

- What is self-awareness skills and emotional intelligence

- Growth Mindset – what is it and how does it support greater personal impact

- Growing and nurturing healthy working relationships

- How to work with others who are less self-aware

Introduction Video

Your Learning

We want you to feel confident to discuss these topics with others at the Institutions, so on the following pages you will see several learning links, these links are designed to help you to feel more confident in discussing D&I, so take some time to click through them and do a little pre-learning as it will help you to engage more meaningfully in with other members and employees.

PERSONAL IMPACT
YOUR LEARNING

Factsheets & Quick Skills

Have a look through some of our different factsheets that support your learning around how to enhance your personal impact and self awareness.

Podcast

We got talking to real people at the IMechE around the tips and tools they have used to enhance their personal impact, self-awareness and emotional intelligence.

Infographic

For the more visual learners, take a look at a handy infographic surrounding this important topic.

Module Activity Pack

Take a look at the activity pack for this module, to find a variety of different activities, reflections and questions that will help you to build further knowledge around the topics discussed.

PERSONAL IMPACT
FURTHER LEARNING

Once you've completed your online learning, we think these additional links could help to enhance your learning further:

Article

[Inclusion starts with self awareness](#)

Article

[Why growth mindset is crucial to inclusion](#)

Top Tips

[World Economic Forum Top Tips](#)

Video

[What is emotional intelligence](#)

Podcast

[Inclusivity at work: The heard of hard conversations](#)

Book

[The Inclusion Nudges Guidebook: 100 how-to activities](#)

PERSONAL IMPACT
REFLECTION

Well done on completing your first module, throughout this module you have learnt the following:

- What is self-awareness skills and emotional intelligence

- Growth Mindset – what is it and how does it support greater personal impact

- Growing and nurturing healthy working relationships

- How to work with others who are less self-aware

Before you move onto your next module, take a moment to reflect on everything you have learnt in this and make notes on the right-hand side of this page.

Think about what else you would like to learn and how you can keep these conversations alive, following your learning programme.

Don't forget to use the activities on your learning management system and techniques learnt in your workshop to create greater inclusion for yourself and others.

What stuck in your mind from this module?

What have you learnt about yourself during this part of your learning?

How can you share your learning with other members, volunteers and employees?

Institution of
MECHANICAL
ENGINEERS

MODULE 7
BEING AN ALLY

Overview

Being an ally is essential when increasing inclusion and belonging in any organisation and with the IMechE being a global Institution, with a rich history and diverse population, it is more essential here to create allyship skills.

Module Objectives

- What does an ally do and what are their characteristics?

- Passive tolerance vs active allyship

- How empathy plays a part in allyship

- Protecting your 'emotional labour'

- Allyship action planning

Introduction Video

BEING AN ALLY
YOUR LEARNING

Factsheets & Quick Skills

Have a look through some of our different factsheets that support your learning around disability awareness.

Podcast

We got talking to real people at the IMechE about their experience with being an ally to understand how all of us can best support other members and employees at the Institution.

Infographic

For the more visual learners, take a look at a handy infographic surrounding this important topic.

Module Activity Pack

Take a look at the activity pack for this module, to find a variety of different activities, reflections and questions that will help you to build further knowledge around the topics discussed.

BEING AN ALLY
FURTHER LEARNING

Once you've completed your online learning, we think these additional links could help to enhance your learning further:

Guide

[Guide to allyship](#)

Article

[Be a better ally](#)
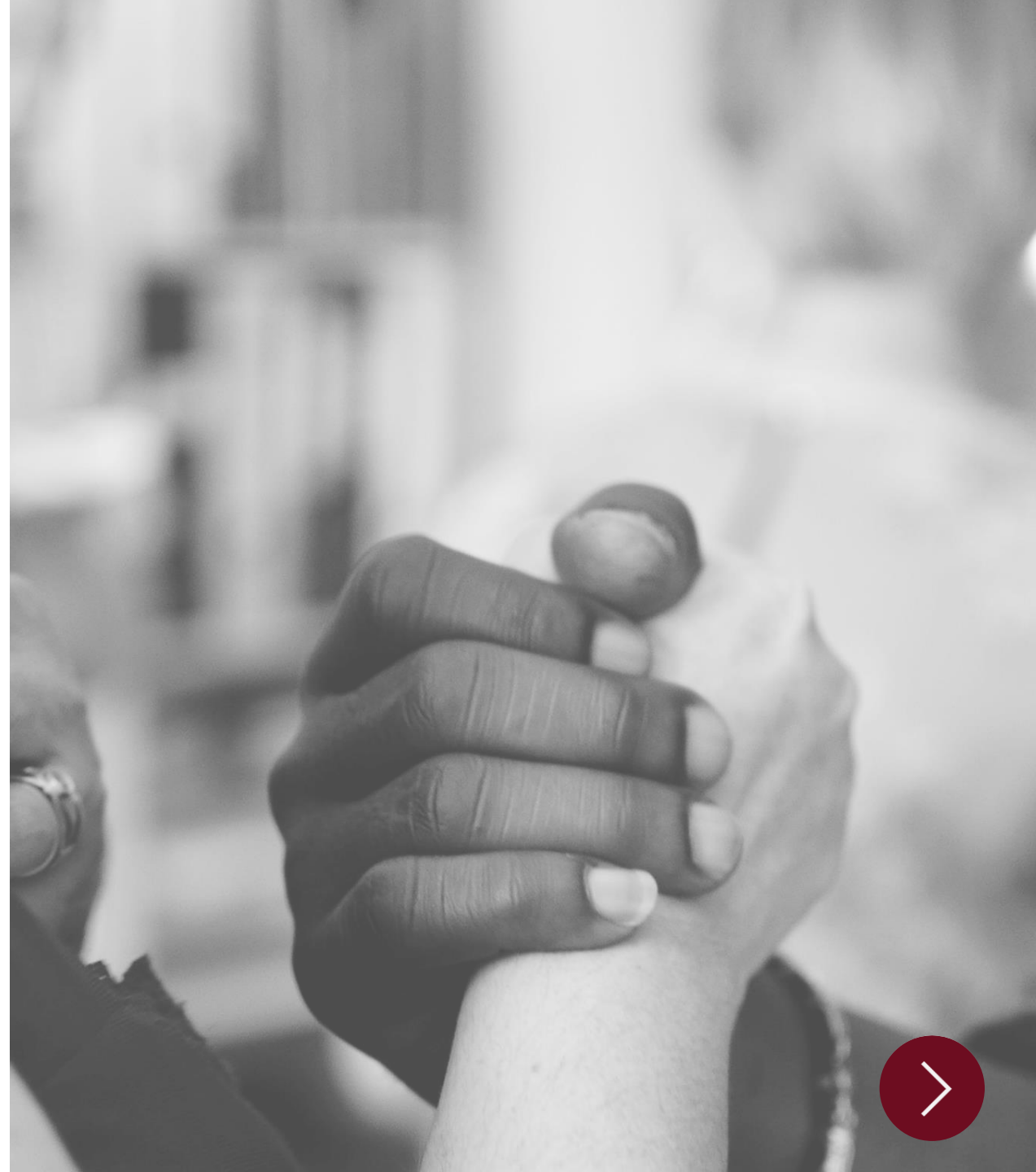
Top Tips

[Ways to be authentic ally](#)

Video

[Be an Unlikely Ally](#) + ['Can you ask?;](#)

Podcast

[Importance of pronouns](#)

Book

[Being an ally](#)

BEING AN ALLY
REFLECTION

Well done on completing your first module, throughout this module you have learnt the following:

- What does an ally do and what are their characteristics?

- Passive tolerance vs active allyship

- How empathy plays a part in allyship

- Protecting your 'emotional labour'

- Allyship action planning

Before you move onto your next module, take a moment to reflect on everything you have learnt in this and make notes on the right-hand side of this page.

Think about what else you would like to learn and how you can keep these conversations alive, following your learning programme.

Don't forget to use the activities on your learning management system and techniques learnt in your workshop to create greater inclusion for yourself and others.

What stuck in your mind from this module?

What have you learnt about yourself during this part of your learning?

How can you share your learning with other members, volunteers and employees?

MODULE 8
PSYCHOLOGICAL SAFETY

Institution of
**MECHANICAL
ENGINEERS**

MODULE 8
PSYCHOLOGICAL SAFETY

Overview

Exploring how we impact others and awakening our own self-awareness is a key step in promoting further inclusion at the Institution, so in this module we will delve deeper into how to practically adapt our own approach to make tangible positive impact on others within the IMechE.

Module Objectives

• What is self-awareness skills and emotional intelligence

• Growth Mindset – what is it and how does it support greater personal impact

• Growing and nurturing healthy working relationships

• How to work with others who are less self-aware

Introduction Video

PSYCHOLOGICAL SAFETY
YOUR LEARNING

Factsheets & Quick Skills

Have a look through some of our different factsheets that support your learning around how to enhance your personal impact and self awareness.

Podcast

We got talking to real people at the IMechE around the tips and tools they have used to enhance their personal impact, self-awareness and emotional intelligence.

Infographic

For the more visual learners, take a look at a handy infographic surrounding this important topic.

Module Activity Pack

Take a look at the activity pack for this module, to find a variety of different activities, reflections and questions that will help you to build further knowledge around the topics discussed.

PSYCHOLOGICAL SAFETY FURTHER LEARNING

Once you've completed your online learning, we think these additional links could help to enhance your learning further:

Free eLearning Course

Fostering Psychological Safety & Belonging on Teams

Article

The importance of psychological safety

Article

Perspectives on psychological safety for engineering teams

Video

The case for psychological safety and better teams

Podcast

Creating psychological safety in the workplace

Book

The Fearless Organization by A. Edmonson

PSYCHOLOGICAL SAFETY
REFLECTION

Well done on completing your first module, throughout this module you have learnt the following:

- What is self-awareness skills and emotional intelligence

- Growth Mindset – what is it and how does it support greater personal impact

- Growing and nurturing healthy working relationships

- How to work with others who are less self-aware

As you near the end of your official learning programme, take a moment to reflect on everything you have learnt in this and make notes on the right-hand side of this page. Think about what else you would like to learn and how you can keep these conversations alive, following your learning programme.

Don't forget to use the activities on your learning management system and techniques learnt in your workshop to create greater inclusion for yourself and others.

If you are a manager or planning to be a people leader (at the IMechE or within another engineering organisation) at some point in your near future, then please come back to your LMS in January to complete modules 9 (Inclusive Leadership) and 10 (Inclusive Talent).

What stuck in your mind from this module?

What have you learnt about yourself during this part of your learning?

How can you share your learning with other members, volunteers and employees?

CREATING INCLUSION
WHAT NEXT?

This is just the beginning of your D&I journey, so use the learning, skills and confidence you have gained throughout this programme to bring to life belonging and inclusion for others at the IMechE. Remember that our values and behaviours are imperative to ensure we can improve the world through engineering.

Go talk to others at the Institution about your learning, discuss D&I and see how you can work together to create a visibly more inclusive IMechE.

We are inclusive ❯

We work together as one inclusive team, valuing and respecting diversity by opening up to, and actively listening to the contributions one another have to make.

We act with integrity ❯

We do the right thing for IMechE and for one another by being honest, truthful, and authentic, acting with integrity in every decision we make and every action we take.

We are innovative ❯

We find better ways to get things done, innovating to resolve problems, drive change, and move our mission forward by making tomorrow better than today.

We make an impact ❯

We make a difference and an impact in what we do, taking accountability and ownership for meeting our commitments, making things happen by succeeding together and excelling as individuals.