

Become A Certified Diversity Professional



Level One & Level Two Certification Training



Consulting & Training Division

Introduction

This e-brochure describes the DTUI.com **Certified Diversity Professional (CDP) Program**. It covers the program benefits, formats, course overview, and pricing. A recent program update allows you to earn certification with completion of each of the two levels of training: Level 1 & Level 2. However, you must complete both levels to receive the certified diversity professional designation, which allows you to use CDP in your signature.

CDP Program Benefits

- Are you the diversity resource specialist in your organization, or aspire to be in the role?
- Do you want to produce high impact results for your organization's diversity initiative?
- Do you want to model diversity leadership within your organization?
- Do you want to get to the next level as diversity professional?

If your answer is yes to any of the above, this certification program is for you.

Here are the **benefits**:

Expert Facilitators. We will give you the competence, confidence, and credentials you need. Our staff of accomplished professionals has more than 35 combined years of managing diversity, providing excellent training and contributing to the development of our profession. A recent eWorks.com benchmark study report showed that DTUI.com outperforms competitors in customer service and quality of services (see below). We have advanced degrees, a number of published books, diversity leadership experience within organizations, and certified speaking skills.



You Will Get to the Next Level. In-house diversity professional responsibilities are

becoming more complex. Training and consultation skills alone are insufficient.

Diversity professionals must know how to (a) link diversity to their organization's talent management and productivity, (b) design training to close specific competence gaps, and (c) how to navigate the politics of diversity. DTUI.com will train you to think like an organizational change agent, diversity leader, and savvy communicator. You will get results.

*The short lectures along with practice sessions made the time go by too quickly.
Sara G.*

Instructional Formats.

DTUI offers two program formats for your convenience (see p. 4 for chart of instructional format features): The traditional classroom format requires meeting in a designated location in the United States. A schedule can be found at <http://www.dtui.com/conferences.html>. The elearning format requires a computer, high speed internet connection, and minimum performance on quizzes. Only Level 1 is offered in both face-to-face and elearning formats.

Overview of Training & Courses

Three training formats lead to the **Certified Diversity Professional** credentials upon program completion: eLearning (Level 1 only), Classroom (both levels) or a combination of the two formats (eLearning Level 1 & Level 2 Classroom).

eLearning Format. The CDP elearning program is designed for the busy professional who desires competency in leading diversity within an organization. This program offers a set of learning modules that covers the range of diversity consulting and training areas. You earn certification upon program completion. See the table below for program content.

LEVEL ONE eLEARNING SEMINAR*

DAY	CONTENT	SCHEDULE
Lesson	Diversity Consulting	
1.	Overview of the diversity leadership in the new millennium	Week 1
2.	What is a diversity officer?: Self assessment	Week 1
3.	What is organizational culture?	Week 1
4.	What is organizational inclusion?	Week 1
5.	Designing & developing a high impact diversity initiative	Weeks 2
	Barriers to Inclusion: Cultural Competence	
6.	Designing & developing a high impact diversity initiative	Week 3
7.	Culture and organizational behavior	Week 4
8.	Culture & communication	Week 4
9.	What is cultural competence?	Week 5
10.	Cultural competence and Talent Management	Week 6
	Identifying Barriers to Inclusion: Assessment	
11.	• Cultural audits	Week 7
12.	• Identifying cultural competency & inclusion gaps	Week 7
13.	• Needs Assessment and Objectives	Week 8
14.	• Assessment tool design and development	Week 8
	Creating a Harassment-Free Organization	
15.	• Recruitment, retention, & Onboarding	Week 9
16.	• Project management, team formation, & alliance building	Week 10

*This seminar is based, in part, on two DTUI.com books: *High Impact Diversity Consulting* & *The Managing Diversity e-Coach Book*. Check them on DTUI.com's main webpage at www.dtui.com.

LOGISTICS

- Level seminar only. Participants receive diversity consultation certification.
- Please see <http://www.dtui.com/conferences.html> for start dates (admin@dtui.com).
- Must have a computer and high speed internet to participate.

Classroom Format. The following is the classroom format agenda for the two levels of training (Levels 1 & 2). You only need Level 2 if you take Level One in eLearning format.

- Facilitation & training skills
- Steering committee alignment
- Performance evaluation
- Talent management: Coaching & mentoring

The instructors are very knowledgeable and they use a lot of practical examples.
Sam Ho

<http://www.dtui.com/conferences.html>

LEVEL ONE DIVERSITY CONSULTING STRATEGY SEMINAR*

DAY	CLASSROOM SEMINAR CONTENT	SCHEDULE
1	Diversity Consulting	8:30 a.m. – 4:30 pm
	<ul style="list-style-type: none"> • Overview of the diversity leadership in the new millennium • What is a diversity officer?: Self assessment • What is organizational culture? • What is organizational inclusion? • Designing & developing a high impact diversity initiative 	
2	Barriers to Inclusion: Cultural Competence	9:00 a.m. – 5:00 pm
	<ul style="list-style-type: none"> • Designing & developing a high impact diversity initiative • What is cultural competence? • Cultural competence and micro-inequities • Policies & Procedures 	
3	Identifying Barriers to Inclusion: Assessment	9:0 a.m. – 5:00 pm
	<ul style="list-style-type: none"> • Cultural audits • Identifying cultural competency & inclusion gaps • Needs Assessment and Objectives • Assessment tool design and development 	
	Creating a Harassment-Free Organization	
4	<ul style="list-style-type: none"> • Building Incredible Steering Committee & Affinity Groups • Talent Management & Retention • Diversity Recruitment • Onboarding 	8:30 a.m. – 3:00 pm

*This seminar is based, in part, on two DTUI.com books: *High Impact Diversity Consulting* & *The Managing Diversity e-Coach Book*. Check them on DTUI.com's main webpage at www.dtui.com.

LOGISTICS

- Participants receive diversity consultation certification upon completion.
- Please contact DTUI.com for the locations of future seminars (admin@dtui.com).
- Seminars are restricted to no more than 20 participants to provide high impact training.

LEVEL TWO DIVERSITY FACILITATION SKILLS SEMINAR*

DAY	CONTENT*	SCHEDULE
1	Setting the Stage	8:30 a.m. – 4:30 pm
	<ul style="list-style-type: none"> • Overview: The Diversity Training Profession • Self Assessment • Ground Rules & Ice Breakers • Designing High Impact Diversity Training 	10:45 am break 12:00 – 1:00 pm lunch 3:15 pm break
2	Content Development & Expertise	9:00 a.m. – 5:00 pm
	<ul style="list-style-type: none"> • Characteristics of a competent diversity trainer • Cultural competence components • Managing Landmines and Pitfalls • Conditions for Workshop Success • Cultural competence coaching 	10:45 am break 12:00 – 1:00 pm lunch 3:15 pm break
3	Facilitation & Coaching Skills	8:30 a.m. – 4:30 pm
	<ul style="list-style-type: none"> • Leader/Trainer readiness • Techniques: Powerful Questions & Persuasive Speaking • Practice Preparation • Practice and feedback • Closing 	10:45 am break 12:00 – 1:00 pm lunch 3:15 pm break

*Subject to slight changes to serve specific audience needs. Participants receive diversity training and facilitation certification upon completion. Must complete Levels 1 & 2 for CDP designation.



<http://www.dtui.com/conferences.html>

Instructional Format Features

Feature	Instructional Format	
	Classroom	e-Learning
Instructor	X	X
Travel Required	X	
Computer Required		X
Real Time	X	
Homework		X
Mastery Learning	X	X
Certification	X	X
Duration	~2 months	10-15 weeks

TRAINING TEAM

Billy Vaughn, PhD , Leuthisa Stills, MA, Martha Anderson, Gerald Harris, Mercedes Martin, MA (Bios available upon request)

FEE SCHEDULING*

eLearning Format – Level One Only

# Attendees	Level	30 Days Before*	Within 30 Days	Package (1&2)*
1	1 ONLY	\$995.00 each	\$1495.00 each	\$2490.00 each
3-5	1 ONLY	\$925.00 each	\$1460.00 each	\$2440.00 each
6-9	1 ONLY	\$900.00 each	\$1395.00 each	\$2050.00 each
>9	1 ONLY	Contact us	Contact us	Contact us

Face-two-Face Format –Level 1 or 2 Registration fees per (in US\$):

# Attendees	Level	30 Days Before*	Within 30 Days	Package (1&2)*
1	1 or 2	\$1595.00 each	\$2295.00 each	\$3590.00 each
3-5	1 or 2	\$1495.00 each	\$1900.00 each	\$3000.00 each
6-9	1 or 2	\$1300.00 each	\$1800.00 each	\$2600.00 each
>9	1 or 2	Contact us	Contact us	Contact us

*Discount price for Early Bird Special and Package prices.

Participants receive a three-ring binder resource manual for each course. Participants must complete each seminar to receive full credit. Both levels must be completed to receive the certification.

Conditions: Purchase orders, credit cards, and checks accepted; \$300 nonrefundable pre-registration fee reserves a seat for pre-registered participants. The balance is due 21 days before the seminar start date; Refunds of fee, minus \$200 processing fee, apply to pre-registered participants with refund requests prior to 21 days of start date. Your registration indicates that you agree to these terms.

*I use what I learned in your seminars often in my work with Costco. Thank you for the valuable information.
Anna Haaland*

<http://www.dtui.com/conferences.html>

Please print and return by e-mail, regular mail or fax.

Please note that this is how you will be indicated on your badge and the list of participants.

<p>1 <input type="checkbox"/> YES! Please register me. I am registering for the seminar Level _____ starting _____ 20____</p>
<p>2 ORGANIZATION INFORMATION Organization: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ Job Title: _____ Email:* _____ <input type="checkbox"/> Business <input type="checkbox"/> Personal</p>
<p>3 EXPRESS SEMINAR ENROLLMENT <input type="checkbox"/> Please email my confirmation to me within 48 hours (NOTE: We do not use fax). My email address is the same as above or _____.</p>
<p>4 NAMES OF ATTENDEES (Please list additional names on a separate sheet.) #1 Participant's Name: _____ Email:* _____ <input type="checkbox"/> Business <input type="checkbox"/> Personal #2 Participant's Name: _____ Email:* _____ <input type="checkbox"/> Business <input type="checkbox"/> Personal</p>
<p>5 PAYMENT METHOD Our federal FEIN# is 26-3502291</p> <p>Levels 1 & /or 2 [] : # of Participants _____ X \$ _____ = _____*</p> <p>Save with group rate (3 or more): Levels 1 &/or 2 [] X \$ _____ = _____*</p> <p><input type="checkbox"/> Check # _____ enclosed (payable to Diversity Training University International) <input type="checkbox"/> Purchase order # _____ is attached to completed registration form.</p> <p><input type="checkbox"/> Charge to: <input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> Discover Card number: _____ Exp. Date: Mo. _____/Yr 20____ CVV/CVV code _____ (3-digit code on back of card) or 4-digit AMEX Cardholder's Name as appears on card: _____ Address, if different from above: _____</p>

3. Payment Submission

***Fax only to** our secure numbers 888.288.1603 or 415.692.0121. **Email only to** admin@dtui.com.

*** Please note that you need to fill out your CVC code. This is a 3-figure code on the back of your credit card following the credit card number. AMEX cardholders use the 4-digit code on the front of your card.*

- By bank: Check or Cashier's Check
- Purchase Order: Please request this form.

4. Additional Instructions

Deadlines: Prepaid Advanced Registration must be electronically submitted, faxed or mailed no later than **30 days prior to the start of each seminar**. Please use one form per person. If you should have problems registering, please contact the DTUI.com at admin@dtui.com.

Payment Information: Registration forms must be accompanied by full payment in order to be processed. Incorrect credit card numbers and declined credit are considered non payments and registration will not take place. Registrations will be accepted by telephone with credit card payment.

Refund policy: DTUI.com should be notified of cancellations in writing. If the cancellation is **21 days before the start of the seminar**, the total conference fee will be refunded, less 100 US\$ administration costs. Cancellations within 21 days of a seminar are subject to use of the registration at a future date at no additional cost—if used within 12 months of cancellation. Please note that refunds will only be made after the seminar. **“No shows”** are non-refundable and are liable for the full registration. If you cannot attend, you may send a substitute person. The original registrant must submit a written authorization for such a change.

In the event a DTUI.com event is cancelled, postponed or unable to be held due to acts of war, natural disaster, earthquakes, hurricanes, floods or other weather emergencies, public unrest, terrorism, or other causes beyond the reasonable control of DTUI.com, DTUI.com shall not be obligated to refund any event registration fees, either in full or in part, unless approved on a case-by-case basis by the DTUI.com. The registration fees are applicable for any future DTUI.com event with the stipulation that additional costs may incur. Submit all requests in writing with a signature.

Confirmation: All registrations will receive email confirmation when an email address is supplied. Please allow up to 10 days for mailed confirmation of your registration.

By sending in this registration form, I acknowledge that I commit myself to the immediate payment of the full conference fee. I have taken notice of the cancellation terms on this form.

Date: _____ / _____ / _____

Signature: _____

You may fax, email or send your registration via postal service. Space is limited. Please mail via postal service in adequate time to meet deadlines.

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Customers Are Talking About DTUI.com

DTUI.com gave us the insights we needed to get our diversity and inclusion strategy to the next level. Francine Small, Vice President of Diversity & Inclusion, Cook Group, Inc.

Billy, we knew you were the right person for the job. Kim Goldenberg, MD, President Emeritus, Wright State University.

We gave you a difficult assignment, and you did a great job! Julio Gonzalez, Human Resource Officer, Tenaris, Inc., Argentina.

Billy is very professional, courteous, yet powerfully effective. Bryan Kammerer, Personnel Analyst, City of Oceanside (California)

A partial list of other clients include.

- Federal Aviation Administration
- Central Intelligence Agency
- Costco
- Central European Bank
- Mental Health Systems
- Cook Medical Group
- British Petroleum
- Citibank
- City of Longmont
- Blue Bear Software
- Radford Public Schools
- Wright State University
- Chem-tronic Aeronautics
- University of Kentucky, Louisville
- Disney
- City of Oceanside
- Girl Scouts of America
- Goodwill Industries
- United Way
- Tenaris, Inc.
- P.F. Chang Restaurants

Other DTUI.com Services

- Strategic Diversity & Inclusion Management Magazine
- Diversity Officer Summit (website)
- E-Learning Design and Development.
- Cultural & Global Competence Knowledge Base.

DTUI.com Offices

- Main: San Francisco
- San Diego
- Washington, DC
- Gothenburg, Sweden
- Chicago, ILL.


Staff

- Billy Vaughn, PhD, Chief Learning Officer & Cultural Engineer
- Mercedes Martin, Senior Consultant
- Latisha Stills, MA, Consultant & Trainer
- Martha Anderson, Director of Consulting & Training

Additional Materials

Please provide any other materials, suggestions, and discussion you deem appropriate. At your discretion paper copies of these can be sent to you.

DTUI Customer Service Performance Benchmark Survey Results


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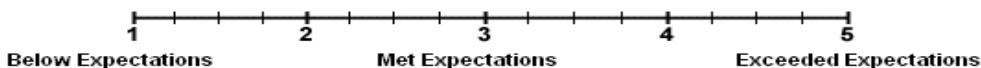
My Benchmarking Report - Diversity Training University International, (585725) Help

This report benchmarks your firm with other Affiliated Suppliers in the eWork Markets network, providing insight into potential areas of strength, and areas that need improvement. The Benchmarking Report can be viewed by members of your firm ONLY.

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Principal Services: DTUI provides consulting, training, and elearning solutions in the areas of organizational development, organizational assessment, strategic planning, strategic diversity initiatives, executive coaching, course development, education, and training.

Diversity Training University International's Ratings vs. Average of All Affiliates' Ratings:



Criteria	Diversity Training University International Rating	Average Affiliate Rating
Comprehensive Score		
Overall Satisfaction How satisfied the client was overall with the services they received.	4.9	4.4
Proficiency How proficient the client believes Diversity Training University International was within the scope of the services delivered.	4.9	4.3
Responsiveness How responsive Diversity Training University International was in meeting the client's needs and desires.	4.8	4.4
Results How close the results of the project came to the expectation set by Diversity Training University International.	4.9	4.2
Cost Performance How well Diversity Training University International did in meeting projected costs taking into account reasonable cost increases caused by unforeseen circumstances.	3.8	3.8
Schedule Performance How well Diversity Training University International did in meeting projected schedules taking into account reasonable extensions caused by unforeseen circumstances.	3.8	3.7

◆ Your average score is the average of all scores given by the individual clients of your firm that eWork Markets has surveyed.
 ◆ To qualify as an eWork Markets Affiliate, a consulting firm must maintain average scores of 3.0 or above for Overall Satisfaction, Proficiency, Responsiveness and Results. Scores of 2.7 or above must be maintained on Cost and Schedule. Thus, the average score for all eWork Markets Affiliates will typically be between 3.0 and 5.0 for a given criterion.


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