

Free research paper about diversity training manual

[Business](#), [Management](#)



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A Literature Review

Introduction

Diversity in workplaces has become a point of concern in organizations due to the increase in immigrant employees. Considering that these employees contribute significantly with skills and affordable labor, company`s continue to employ to serve in different posts. Dealing with diversity requires a training manual, which enables a CEO to implement a diversity policy in order to accommodate different employees (Thiederman, 2008). Aspects of diversity do not only arise due to nationality, other factors such as religion and age contribute to diversity within company`s. This paper will present a training guide for managers and organizations at large to deal with diversity within the workplaces. The paper also highlights current statistics and recent trends among the employed population in America. The paper will also indicate the forecasted trends as well as a classification of the employed individuals based on religion, race, and age. In diversity, the report will only

focus on internal diversity among workers rather than diversity between workers and the organizations external environment.

Thesis: The number of immigrants who seek employment has increased significantly since 2005 and forecasts indicate that the trend will continue through to 2050, it is significant for managers and organizations to establish a mechanism and tradition for training and dealing with diversity within the workplace.

Main Body Points:

- Diversity in the workplace due to race arises due the increase in the number of immigrants who study in America and find jobs after graduating. In addition, individuals who study in other countries and those who win green cards also find jobs in America and this increases the number of immigrants who work in the US (Naseer, 2011).
- Age also causes diversity within the workplace. The diversity from age also involves the differences in levels of experience. In addition, this diversity indicates a company`s future (Naseer, 2011). With a higher number of young workers, the company has a brighter future than that with elderly workers.
- Diversity also arises due to the religion and culture practiced by the employees (Naseer, 2011). Religion affects an employee`s work ethic and beliefs regarding hard work.

Introduction

CEO`s need to comprehend that diversity within their workplaces exists in different dimensions. When handled poorly by the management, diversity may lead to conflict within the workplace. Therefore, for a manager to

prevent conflict prior to their occurrence, they must understand their employees in terms of their differences (Thiederman, 2008). Classifying these differences between the employees enables a manager to learn the specific needs of each group and to consider these needs while designing and implementing different organizational policies.

Race, age, and religion present significant classification categories, which enable a manager to understand the diversity of the employees. While managing issues regarding race, the organization should provide fair opportunities for individuals from all races based on the racial distribution in America (Thiederman, 2008). The staffing process should consider employing workers from different races. Considering age, managers should target to employ individuals of different ages because it provides an organization with a combination of experienced individuals and quick learners. Religion serves as a guide for many individuals, therefore understanding and managing religion diversity enables an organization to acquire workers who hold strong work ethics. Embracing the diversity enables organizations to cater for individual needs of their employees.

Current statistics

Forecasted trends

As of 2050, the population will be at 438 million individuals. The forecast indicates that the number of foreigners born in US will be 19% from 12% in 2005 (Passel, & Cohn, 2008). In the racial distribution, the whites will represent 47% of the entire population while the Hispanic and blacks will

represent 29% and 13% respectively. The Asian population in America will rise to 9%.

Trends in US

The statistics regarding the religion in US indicate that 78.4% practice Christianity. Among the Christians, 51.3% attend protestant churches while 23.9% attend catholic churches. Other Christian denominations include Mormons with 1.7% attendances, Jehovah's Witness with 0.7% and the Orthodox with 0.6% attendances. While other Christian denominations represent 0.3% of the larger Christian fraternity (Pew Research Center, 2014). The unaffiliated members represent 16.1%, which includes 1.6% atheist representation, 2.4% Agnostic affiliates and 12.1% with no affiliation whatsoever. The Muslims account for 0.6% of the population, while Jewish, Buddhists, and Hindu account for 1.7%, 0.7%, and 0.4% respectively.

As of 2005 out of 296 million individuals, 12% represent foreigners born in America. As for the racial distribution, 67% of the population are white while the Hispanics represent 14%. The Blacks and Asians represent 13% and 5% respectively (PASSEL, & COHN, 2008).

In terms of age, 25% represented individuals who were less than 18 years of age (Pierce, 2014). The larger representation falls under the working age of 18-64 who represent 63% while the elderly represent 12% of the entire population.

Conclusion

CEO's need a stable approach towards managing diversity in the workplace. Other than age, religion, and race, diversity may occur in terms of opinion

and affiliations. A diversity manual guides the management towards formulating policies, which accommodate all employees regardless of their ideologies and ethnicity.

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