

Diversity training manual

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Diversity Training Manual: Part 1 Abstract This paper is the first part of a training manual that will help employees to have a better understanding of diversity in the work place and how to act towards different diversity issues that may arise in the workplace. It will also give current statistics and recent trends of the demographics in the United States as well as the forecasted trends. Also included will be a rough outline of the entire contents of the manual and the table of contents for the manual. **Table of Contents**

Introduction:

Section 1: Current Statistics of the Demographics of the Population in the United States **Section 2: Recent Trends of the Demographics in the United States** a)Immigrants versus natives b)Religion c)Age d)Race **Section 3: Forecasted Trends of the Demographics in the United States** **Section 4: Forms of discrimination**a)Legislation covering discrimination b)Customs and values of different groups c)How to deal with differing values and customs d)Legislation affecting supervisor regulation **Introduction** What is diversity? Diversity is simply everything that makes people different from one another.

It refers to different languages, races, age groups, gender, and religion (Bucher, 2010). A few decades ago the main part of the workforce was white men between the ages of 20 and 60. Now there are a larger number of women joining the work force along with younger people between the ages of 16 to 26 (AIU, 2011). There was also a mostly white workforce. Due to immigrants coming in from other countries, there are now other races in the workforce (Bucher, 2010). These immigrants are bringing with them different work habits, different languages and different religions.

If the amount of immigrants continues at its present rate, it is projected that by the year 2050 the population of the United States will be 438 million and 82% of the population will be new immigrants arriving in the United States and their descendants that will be born as U. S. citizens (Passel & Cohn, 2008). As the number of immigrants increases, the number of the non-Hispanic white population will decrease. It has been forecasted that by the year 2050 whites will be a minority group. They will only account for 47% of the population where the Hispanics and Asians will be the majority (Passel & Cohn, 2008).

Another demographic change that is going to take place is the age of the work force. With all the advances being made in the medical field people are living longer and are able to work longer. The workforce used to be made of men that had similar capabilities that were between the ages of 20 and 60. Now there are four different age groups to consider, there are the traditionalists that are over the age of 60. Then there are the baby boomers that are between the ages of 44 and 60. Generation X is between the ages of 26 and 44 and then there is generation Y that is younger than 26.

All these age groups need to be communicated to differently but have to be treated equally (Pierce, 2011). This training manual is going to help everyone to think outside of their own culture and learn how to communicate with others that do not always share the same views.

References

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