

# Sample Training Goals/Timeline for LGBTQ+ Welcoming Community

| 09/01/22 - 12/31/22   | 01/01/23 - 03/31/23  | 04/01/23 - 06/30/23  | 07/01/23 - 09/30/23   |
|---|--|--|---|
| <b>LGBTQ+ Inclusion Team</b>  |  |  |   |
| <p>Create a small team charged with reviewing current forms and assessment tools, as well as building capacity for staff orientation, resident admission packets, etc.</p> <p>Team will prioritize outcomes and update Communications Team</p> <p>Identified Leads</p> <ul style="list-style-type: none"> <li>• Lead 1</li> <li>• Lead 2</li> </ul> | <p>Team will complete one item from the prioritized list</p> <p><i>(During the first year, focus on the low hanging fruit)</i></p> | <p>Team will complete one item from the prioritized list</p> | <p>Team will complete one item from the prioritized list</p> <p>Team will assess next year's priorities and establish quarterly goals</p> |

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| <b>Diversity Committee</b>  |  |  |   |
| <p>Bring together people interested in establishing a diversity committee and discuss potential goals, structure, etc. Seek staff involvement.</p> <p>Chair responsible for updating Communications Team</p> <p>Identified Leads</p> <ul style="list-style-type: none"> <li>• Lead 1</li> <li>• Lead 2</li> </ul> | <p>Bring proposals to the leadership team for feedback</p> <p>Create a 1-2 page document that identifies the champion, chair, mission statement, decision making process, etc.</p> <p>Schedule first Diversity Committee meeting</p> | <p>Look for opportunities for learning that promote diversity and inclusion</p> <p>Consider creating some type of Pride event(s)</p> <p>Consider having diversity committee sponsor upcoming LGBTQ + staff trainings</p> | <p>See Training goal below</p> <p>Explore combining the Diversity Committee with the Training Committee</p> <p>If that feels doable, join forces and plan upcoming goals together</p> |

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| <b>Training</b>  |   |   |   |
| <p>Assign two people to act as scheduled and liaison</p> <p>Ensure quarterly goals are shared with the Communications Team</p> <p>Leadership team schedules an initial training — Supporting LGBTQ+ Older Adults — The Fundamentals.</p> <p>This is designed for leadership team members, lead staff, and any diversity committee members not part of prior groups</p> <p><i>(All trainings will include a post electronic survey to gather feedback)</i></p> <p>Identified Leads</p> <ul style="list-style-type: none"> <li>• Lead 1</li> <li>• Lead 2</li> </ul> | <p>Leadership team schedules <b>Navigating for LGBTQ+ Older Elders: Creating Visibility and Inclusion</b></p> <p>This is designed for leadership team members, lead staff, and any diversity committee members not part of prior groups</p> | <p>Leadership team schedules <b>Being a Strong Ally: A Multidisciplinary Approach to Supporting Person Centered Planning</b></p> <p>Include members of the leadership team who are directly involved in providing or overseeing patient care</p> <p>Supplement attendance with others in the organization that are involved in direct care including nursing, PT, OT, dietary, activities, etc.</p> | <p>Schedule two viewings of <b>GenSilent</b> for staff and residents, followed by facilitated debrief and conversation</p> <p>Roll out first all-staff training — <b>Supporting LGBTQ+ Older Adults — The Fundamentals.</b></p> |

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| <b>Communications Team</b>  |   |   |  |
| <p>Identify 2-3 people who will ensure timely updates are sent to all staff and will respond to questions and concerns</p> <p>Send out first communication to all staff about the vision for this project and goals to achieve in the next year</p> <p>Let staff know of commitment to this important change</p> <p>Identified Leads</p> <ul style="list-style-type: none"> <li>• Lead 1</li> <li>• Lead 2</li> </ul> | <p>Team will prepare and send out at least one update per quarter</p> | <p>Team will prepare and send out at least one update per quarter</p> | <p>Team will prepare and send out at least one update per quarter</p> <p>Report training outcomes from employee surveys; include both quantitative and qualitative results</p> |