

Diversity in Public Administration

PA 760

Fall 2009

Style Sheet for Team Consulting Proposal

Due Nov. 18







Team 1	Team 2	Team 3	
Tareneh	Rebecca	Kathleen	
Melissa	Anume	Christine	
Patricia	Angelina	Romeo	
Michael	Elisa	Yuhua	
Mary	Willie	Sarah	
Anna	Ching Fang		

This assignment is designed to give you the opportunity to consider the theories and research we have been reviewing on diversity issues in the employment setting, synthesize them, and apply them to an organization. It requires you to understand and articulate the problems that diverse workforces can present, identify information that is needed to diagnose problems, and to think through strategies that may ameliorate those problems and improve the work environment. It also requires you to consider potential opposition to your plan and how to diffuse it and how to evaluate your program's effectiveness. None of this is easy, but it is something that many employers are confronted with on a daily basis (whether they realize it or not!)

This is also an assignment which requires you to work with a team. One of the most important skills for professional employees these days is the ability to work with a team. Part of this assignment, then, is to figure out the best way to do so. There will be no class session on Nov. 4, which will give you the opportunity to use that time to meet as a team, if you wish.

For the purposes of this assignment, you are a team of consultants who has been asked by the Janie White, Assistant Manager for EEO Programs for the City and County of San Francisco, to provide some guidance on diversity-related issues. She will visit it the class on Oct. 21 to talk with you about challenges in this area and suggest topics where she could use your help. In preparation for her visit, please bring a copy of the **Workforce Utilization Report** and any other materials from the **EEO website** that you might want to ask her about in anticipation of your consulting proposal.

Among the topics you should be prepared to address in your presentation are the following:

-  *Background:* what are the EEO issues employees face in workplaces (in general) that an employer should be aware of and concerned about? What are the potential consequences of failing to address these issues?
-  *Existing issues or potential problems:* What, if anything, do the data she provided you tell you about problems in the agency? What do they leave out?
-  *Additional information needed:* Besides the data she provided you, what does she need to know to understand the nature and extent of any EEO problem in San Francisco? How should she obtain this information?
-  *Strategy for addressing problems and improving work environment:* Should an investigation provide further evidence that there are EEO issues that need to be addressed, what steps would you recommend she take to address them and improve the work environment?
-  *Selling the program:* How would you propose that she "sell" the strategy employees and supervisors, so that they accept and even support it? Who is likely to resist the program and how should they be persuaded to support it?
-  *Evaluating the program:* How would you propose that the effectiveness of your strategy be evaluated? What are the pros and cons of using the kinds of measures you suggest?






Janie will return on Nov. 18 to hear your presentations. Your presentations should largely be based on the readings you did and we discussed during the first several weeks of class. You need not do any additional research, although you certainly may if you want to.

In terms of the program you recommend, you may also find it useful to look at the approaches suggested by the [U.S. Office of Personnel Management](#), or other jurisdictions (e.g., [City of Bellevue, Washington](#), city of [Phoenix, Arizona](#)) I found these with a google search--you may want to do the same. I am not necessarily recommending any aspects of these programs. If you do use websites, they should be properly cited in your paper.

This is a team assignment, so you will receive a team grade for it. However, to reduce the potential "free rider" problem that can arise in teamwork, please complete the [confidential team member evaluation form](#), and forward it to me. Each team member's team grade may be raised or lowered based on those evaluations.

Your presentation should not exceed 20 minutes. You can involve as few or as many team members in the presentation as you wish.

Your grade will be based on:

-  The comprehensiveness and logic of your proposal.
-  The extent to which you address each of the above questions and any others asked by the EEO official.
-  The extent to which your proposal reflects an understanding of the reading we have covered up through this week.
-  The clarity and professionalism of your presentation and visual aids.
-  The adequacy of your answers to questions from the audience.