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[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

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| Diversity and Inclusion Strategy Template | |
| These statements can serve as a starting point for developing a comprehensive diversity and inclusion strategy that aligns with your organization's goals and values. | |
| **Introduction** | |
| **Background**: Share any relevant statistics or trends regarding diversity and inclusion in your industry or region. | |
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| **Scope**: Define the scope of your diversity and inclusion strategy, including which aspects of your organization it will address. | |
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| **Vision and Mission** | |
| **Vision Statement**: Describe your desired future state regarding diversity and inclusion within the organization. | |
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| **Mission Statement**: Outline the purpose and goals of your diversity and inclusion efforts. | |
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| **Leadership Commitment** | |
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| **Executive Sponsorship**: Identify key leaders who will champion diversity and inclusion initiatives. | |
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| **Assessment and Benchmarking** | |
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| **Current State Assessment**: Conduct a thorough assessment of your organization's current diversity and inclusion practices, policies, and demographics. | |
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| **Benchmarking**: Compare your organization's diversity and inclusion metrics with industry standards and best practices. | |
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| **Goals and Objectives** | |
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| **SMART Goals**: Develop specific, measurable, achievable, relevant, and time-bound goals for improving diversity and inclusion. | |
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| **Key Performance Indicators (KPIs)**: Define metrics to track progress toward achieving your goals. | |
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| **Strategies and Initiatives** | |
| **Recruitment and Hiring**: Outline strategies to attract and retain diverse talent, including proactive outreach, bias-free recruitment processes, and diverse candidate pipelines. | |
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| **Training and Development**: Implement programs to raise awareness of unconscious bias, promote cultural competence, and foster inclusive leadership. | |
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| **Employee Resource Groups (ERGs)**: Establish ERGs to provide support and networking opportunities for underrepresented employees. | |
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| **Additional Comments** | |
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| **Signature:** | **Date:** |