

Welcome to the Online Diversity, Equity, and Inclusion Toolkit!

We've created this site to have four main topics under which all the resources are organized. Education, Programs and Training includes resources like program guides, discussion topics, educational assessments, and facilitator bios. **One might find the Guide to Jewish Values and Disability Rights from JFN under here, as well as a link to Ten Tips for Communicating with People who are Hard of Hearing.** Jewish Learning houses text-based sources related to diversity and inclusion.

To submit a post, comment on other posts, or contact other posters, you must create an account.

CREATE A PROFILE:

- 1) On the home page of the site, there is a Login/Register link. To create a new profile, please click **register** at the bottom of that dropdown. Otherwise, login using your credentials.

The image shows a screenshot of the Diversity and Inclusion Toolkit website. At the top left, there is a navigation bar with the site logo and the text "DIVERSITY AND INCLUSION TOOLKIT". To the right of the logo, there are navigation links: "ABOUT US", "TOPICS", "SUBMIT A POST", and "PROFILE". A "Login/Register" link is circled in red. Below the navigation bar, there is a welcome message: "Welcome to DFI's Diversity and Inclusion Toolkit. Our goal is to empower professionals working in Jewish organizations to maintain the Jewish value of 'b'tzelem elo-him', the idea that every person is created in G-d's image. This tool will ultimately enable all organizations to have access to a full range of resources and Jewish education modules to encourage dialogue and inspire cultural change on behalf of diversity and inclusion in their organizations. The resources cover such topics as: gender identity and sexual orientation, disabilities, interfaith families and inter-racial diversity, as well as denominational differences. We invite you to create a profile and share the programs, videos, articles, discussion topics, and Jewish texts, that have informed the work of your organization." Below this message, there is a link to "Keshet Leadership Project" and a link to "Click here to download instructions on how to create a profile and submit content." There is also a search bar with the text "Can't find what you're looking for? Let us know!". The main content area features four categories: "Education, Programs and Training" (with a building icon), "Jewish Learning" (with a book icon), "Organizations" (with a group of people icon), and "Personal Perspectives" (with a person icon). At the bottom, there is a footer with logos for "DFI THE DARRIELL D. FRIEDMAN INSTITUTE FOR PROFESSIONAL DEVELOPMENT AT THE WEINBERG CENTER", "A PROGRAM OF The Associated Inspiring Jewish Community", "jLINK", and "The Associated Alliance". A "Login/Register" dropdown menu is open, showing fields for "Username" (with "ADMIN" entered) and "Password" (with dots), a "Remember Me" checkbox, a "Log In" button, and a "Register | Lost Password" link. There is also a reCAPTCHA widget.

- 2) Complete the form on the registration screen. We strongly encourage using your work email, to further our message that this site is a resource library for professionals.
- 3) After filling out the fields, click **complete sign up** on the bottom right corner of the screen.

Thank you for creating a profile! Please allow up to 12 hours for account approval.

We suggest searching through our library to ensure the resource you are uploading has not already been added, and to get used to the format we encourage. Using the keyword search option might be helpful.

HOW TO SUBMIT A POST:

- 1) Login to your account
- 2) Click on **submit a post** (located on the top right of the website)
 - a. Enter the **post title**: (name of the article, program guide, etc. Make sure appropriate punctuation is used)
 - b. **Post content**: You want to introduce your post with a quality descriptive that includes at least 5-10 keywords. This ensures that your post will be found, if the content is in the post. If you are submitting an organization, copy the mission statement or first paragraph from their about us page into this field. **For an article, use the first 2 opening paragraphs. Videos usually have a blurb; and educational pieces have an explanation. All of these are acceptable content to copy. Please make sure to proofread carefully before submitting.**
 - i. Then, at the bottom, after the content which explains the post, enter the text, *“Click here to continue.” Or “Read more”*
 - ii. Highlight that text.

Teams Solve Problems Faster When They're More Co

Insert Photo

B I U “ ” **ABE** [List Icons] [Link Icon] [Image Icon]

Cognitive diversity has been defined as differences in information processing styles. It is not predicted by factors such as gender, ethnicity, or age. Here we are interested in a specific aspect of cognitive diversity: how individuals think about and engage with new, uncertain, and complex situations.

Click [here](#) to read the full article

P



You can use an image from our image gallery or upload your own.

Education, Programs and Training ▼

diverse teams, cognitive diversity, teamwork, leadersh

- iii. With the text highlighted, click on the **hyperlink icon**. This is the icon on the top of that field, second from the right, that looks like a chain link. Once you've clicked that icon, a small box will

appear. Enter the link to the organization's website, or article/video url there.

Teams Solve Problems Faster When They're More Co

Insert Photo

B I U “ ” ABC ☰ ☷ ☹ ☶ ☵ ↶ ↷ 🔗 ✕

Cognitive diversity has been defined as differences in perspective or information processing styles. It is not predicted by factors such as gender, ethnicity, or age. Here we are interested in a specific aspect of cognitive diversity: how individuals think about and engage with new, uncertain, and complex situations.

Click ↵ ⚙

P » A



You can use an image from our image gallery or upload your own.

Education, Programs and Training ▼

diverse teams, cognitive diversity, teamwork, leadersh

- iv. In this pop-up you will see two buttons. One appears to be a gear. Click the gear.
- v. Check off the box that says **open link in a new tab** then click **update** at the bottom.

Insert Photo

B I U “ ” ABC ☰ ☷ ☹ ☶ ☵ ↶ ↷ 🔗 ✕

Cognitive diversity has been defined as differences in perspective or information processing styles. It is not predicted by factors such as gender, ethnicity, or age. Here we are interested in a specific aspect of cognitive diversity: how individuals think about and engage with new, uncertain, and complex situations.

Click ↵ ⚙

Link options

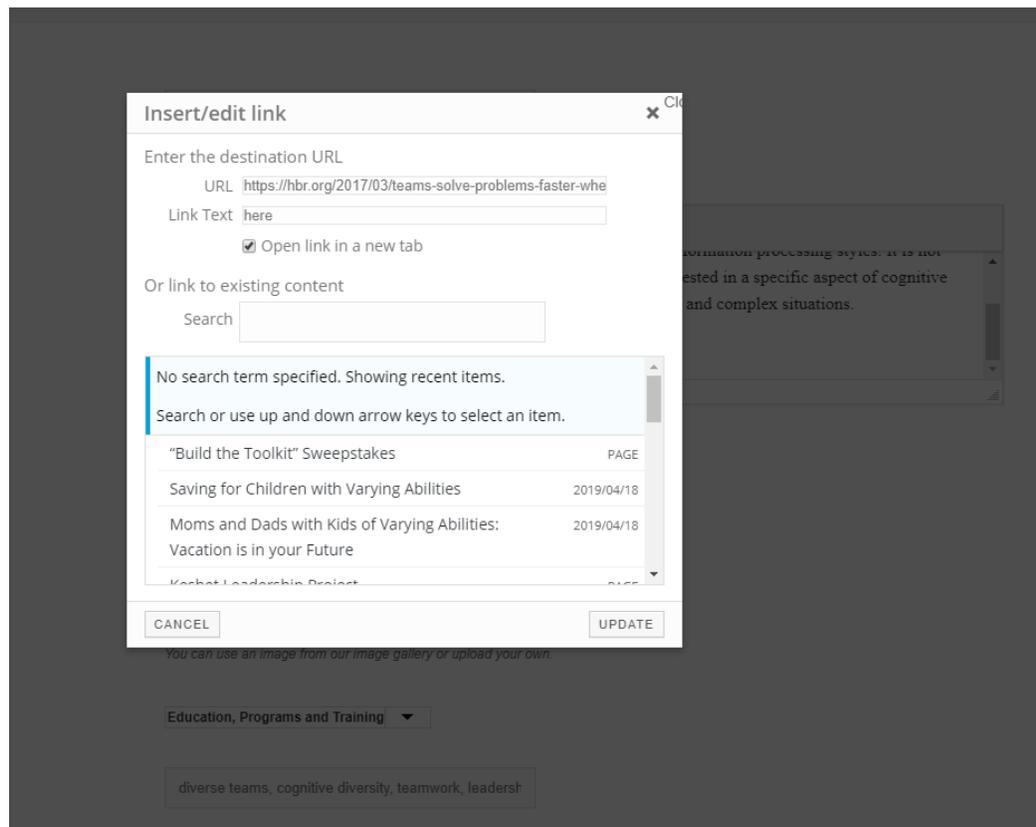
P » A



You can use an image from our image gallery or upload your own.

Education, Programs and Training ▼

diverse teams, cognitive diversity, teamwork, leadersh



- c. Next, **select an image for your post**. This can be the image already accompanying the resource. For example, use the company logo, person’s headshot, or article image. Simply download to your computer and upload the file.
- d. **Select a category**. Use the dropdown to choose where this resource belongs: is it a Personal Perspective? Educational resource? Organization? **Jewish Learning could be a text-based resource, or any Jewish content related to diversity and inclusion. This is usually intuitive, but not always, so we just encourage best judgement – and if it’s in the wrong place a moderator will correct it.**
- e. **Tags**. These are crucial, as they allow your submission to be viewed easily. Use as many keyword terms as possible. **Let’s use Eshel as an example. Eshel is an Orthodox support group for LGBTQ Jews. So, it might make sense to use the following terms: orthodox, LGBTQ, queer, gay and lesbian, inclusion resources, organization, website. Think of what a person might use to search for this organization and add it in.**
 Look at the resource text for ideas.
 Use a comma to separate the terms.
- f. **Media Type** – let us know if this is a video, article, website, or program your uploading. Use the file upload to post your original resource.
- g. **Click the reCAPTCHA**
- h. **Click SUBMIT**

All content on this site is strictly reviewed. Inappropriate material, language, comments, of any kind will be removed and the account taken under review. Please post responsibly.