## Presentation Planning Template

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| **Title of presentation:** | | |
|  | | |
| **Audience profile: (who are your audience, including different cultural groups)** | | |
|  | | |
| **Desired outcome and purpose of the presentation** | | |
|  | | |
| **Research sources** | **Presentation Content** | **Resources/Aids** |
|  | * Introduction to topic * Main body * Conclusion |  |

**Key Points that must be addressed:**

* The relevant workplace documents, legislation, procedures or policies that can relate to diversity and a safe and respectful workplace
* The workplace commitment to diversity from an HR perspective (eg: recruitment practices, code of conduct, diversity policy)
* The expectations of safe and respectful behaviour by employees
* The various cultural celebrations throughout the year that are recognized, within the workplace and wider community
* What the company does to celebrate differences in culture
* Ways to avoid cultural misunderstandings.

*Remember that Culture is not limited to race or birthplace. You must be able to identify a variety of cultural groups.*