

Developing Disability Employee Resource Groups

EARN Training Center
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Inclusion@Work Framework



Inclusion@Work Framework

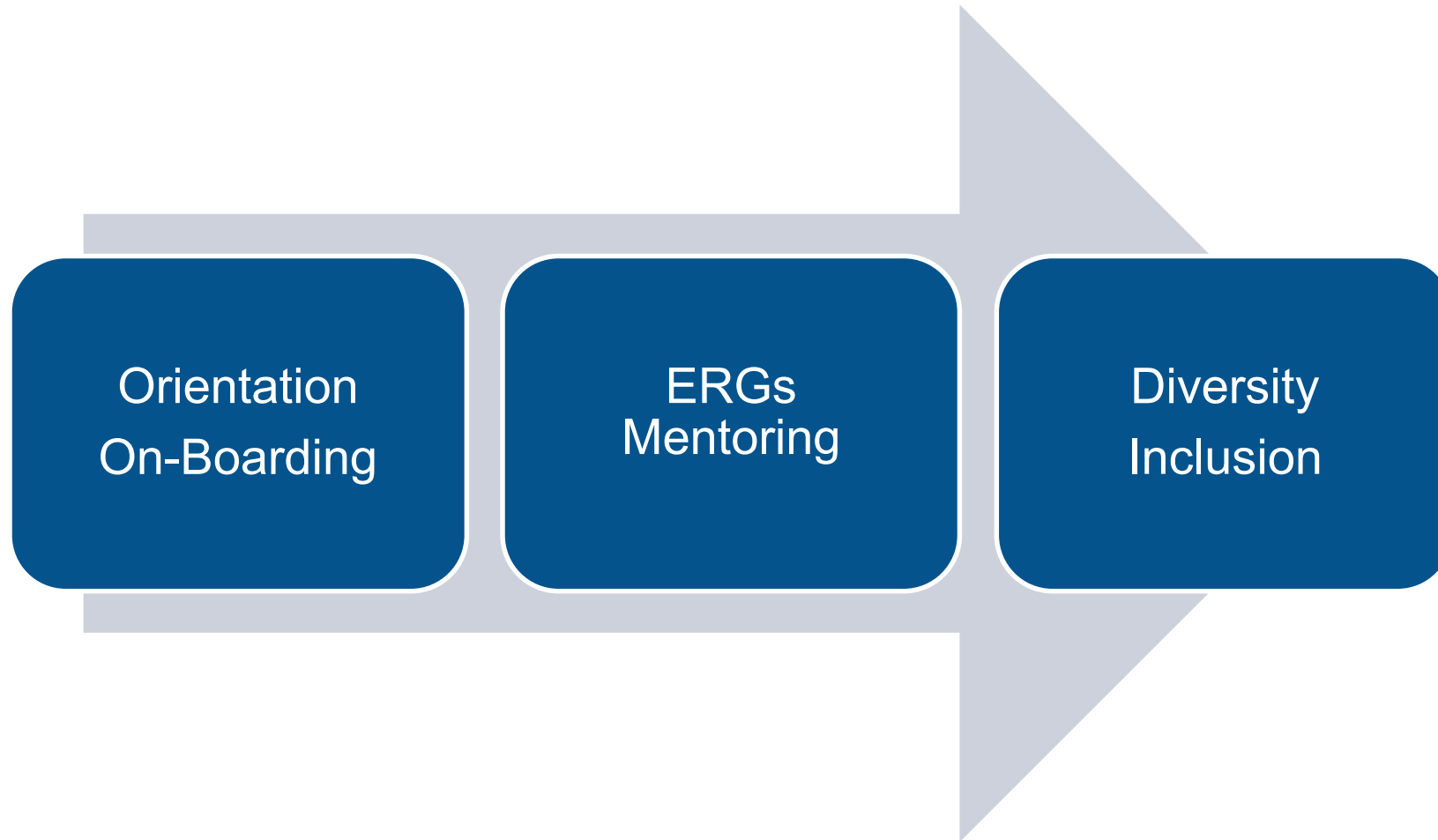


Establishing an enterprise-wide team or affinity group

Working with the company's disability employee resource group (ERG) to identify specific strategies for improving the retention numbers



Inclusion Maturity Model: Connecting ERGs to the Strategy

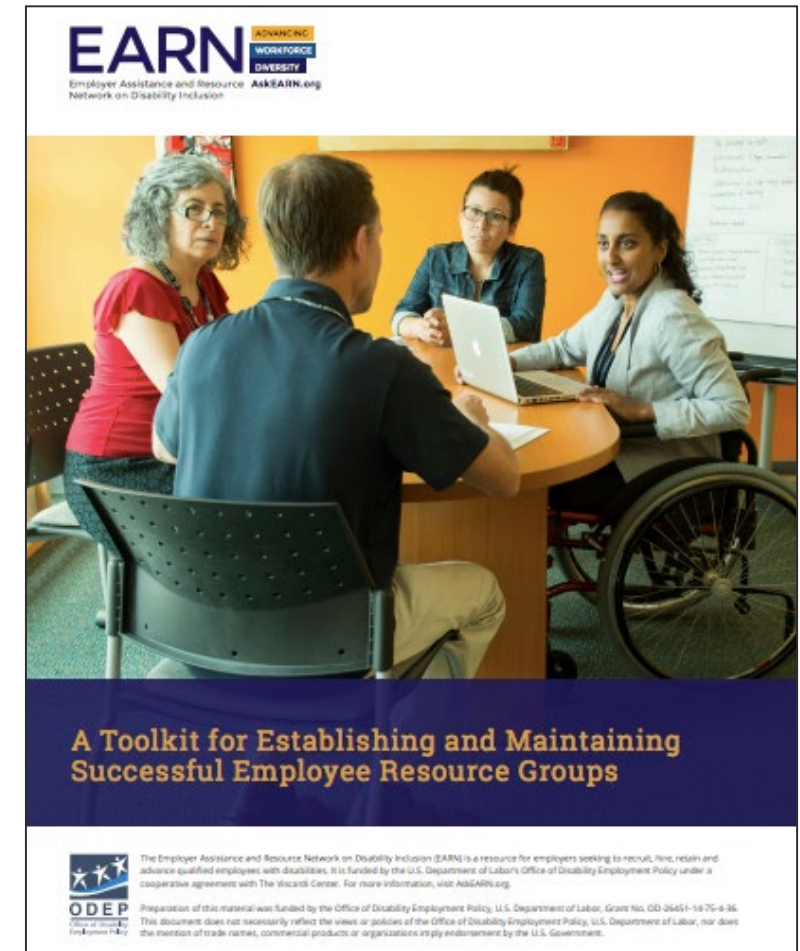


Employee Resource Groups (ERGs)

- Builds camaraderie and morale
- Promotes self-disclosure by people with disabilities
- Assists in recruitment and retention of employees with disabilities
- Boosts productivity
- Promotes and educates staff on disability-related issues
- Informs management of staff pressure points and opportunities
- Helps companies improve products and reach new customers
- Supports important projects and initiatives

A Toolkit for Establishing and Maintaining Successful Employee Resource Groups

- Informational toolkit prepared in recognition of the increasing number of employers expressing an interest in developing or enhancing Disability Employee Resource Groups
- Regardless of company size or industry, the best and most effective way to undertake or maintain new business initiatives is by learning from the success of others
- Toolkit outlines twelve steps on how to start, implement, and maintain Disability Employee Resource Groups



Get Started – Step 1: Gain the Support of Corporate Executives

- Create a business case for the Employee Resource Group
- Articulate a mission statement which is tied to a business objective
- Draft a tentative plan to accomplish your goals
- Prepare a preliminary budget
- Establish a leadership team
- Communicate to staff that member enrollment is voluntary

Step 2: Create Partnerships with Your Diversity Teams

- Discover from other ERGs:
 - How the group was started?
 - Who they reached out to and how?
 - What steps were taken to seek approval?
 - What obstacles were encountered along the way?
 - How were those obstacles managed?
 - When and how often are meetings held?
 - What are the typical meeting agendas?

Step 3 & 4: Get Employees Involved and Develop Budget & Secure Funding

- Get Employees Involved
 - Develop materials
 - Advertise
- Develop Budget and Secure Funding
 - Prepare budget to support implementation and present to Sponsor
 - Most leading companies allocate funds for their own ERGs
 - Design alternate funding strategies, to include fees or grants

Implementation – Steps 5 & 6: Name the Group and Set Mission and Goals

- Step 5: Name the Group
- Step 6: Set Mission and Goals
 - What are the core values of the group?
 - How is this group different from other groups in the company?
 - What steps need to be taken to achieve the group's vision?
 - What are the short and long term goals?
 - What resources are needed for each goal?
 - Who will take the lead in the implementation of each goal?
 - What are reasonable and achievable timelines?

Steps 7 & 8: Design a Structure *and* Create an Innovative Business Solution

- Design a Structure
 - The structure and meeting schedule should be adopted by the group with input from the Sponsor
- Create an Innovative Business Solution
 - Identifying a special feature for the program is critical to generating interest, fostering participation, and enhancing attendance
 - Create business value from your feature

Steps 9, 10 & 11: Overcome Challenges, Maintain Momentum & Other ERGs

- Overcome Challenges
 - Analyze the cause, explore solutions, take action(s)
 - Common challenges: recruitment, meeting conflicts
- Maintain Momentum
 - Adhere to business plan and timelines
 - Communicate the group's efforts
 - Respond to challenges and overcome barriers, including enrollment
- Leverage Relationships with Other Internal Resource Groups

Step 12: Measure Success

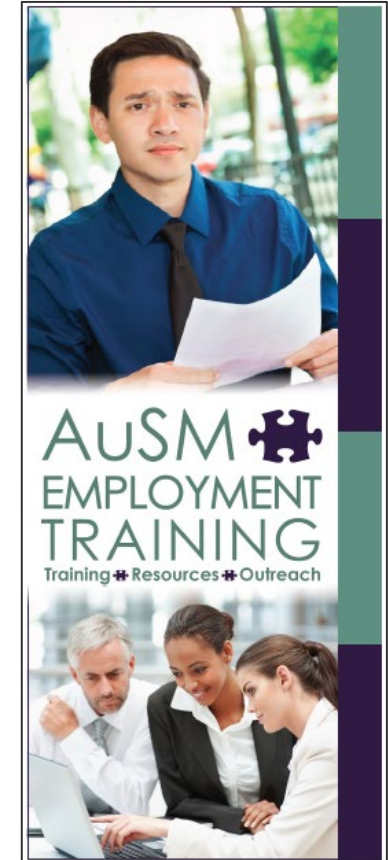
- Measure Success
 - Establishing goals and success criteria (benchmarking)
 - Recruiting new members
 - Publishing news
 - Conducting annual event(s)
 - Designing group activities
 - Increasing participant activity at meetings and events
 - Conducting ERG participant satisfaction surveys

ERG Best Practice: Best Buy & Autism Society of Minnesota



As a company, Best Buy is constantly seeking ways to hire and retain a diverse talent pool and that pool consists of individuals with ASD. As with all differently abled individuals, we all have our strengths and talents. FACE (Facing Autism in a Caring Environment) has formed a network throughout the Company which employees can get involved and increase awareness of the challenges and wins ASD can bring forth, one of which is assisting those wanting, and needing, to work. Best Buy is in the midst of developing straightforward tools to be used by hiring managers across the enterprise to tap this valuable resource of individuals because it's not only the right thing to do, but the smart thing to do.

Susan Larson, Best Buy Diversity Council



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Learn how to create a **disability-inclusive organization** with EARN's Inclusion@Work Framework!

Inclusion@Work: A Framework for Building a Disability-Inclusive Organization

Don't know where to start? We'll guide you. Check out these basics and learn how EARN can help your business be more disability inclusive.

Let's Go!

- Recruitment & Hiring
- Retention & Advancement
- Laws & Regulations
- Creating an Accessible Workplace
- Federal Contractor Requirements
- Federal & State Government Employment