Diversity, Equity & Inclusion (DEI) Monitoring Tool

This document is designed to help facilitators and participants create more inclusive, equitable, and engaging sessions. It provides practical guidance for observing and reflecting on participation across a range of social identities, while encouraging facilitators to set intentional goals that support meaningful engagement. By using this tool, facilitators can enhance their awareness of group dynamics in real time, and participants can experience a safer, more trusting environment that promotes full participation.

	Rational Aim (Product)	Experiential Aim (Feeling)
Facilitator(s)	• Set at least one intention to improve the likelihood and quality of participation • Record initial observations of participants and their perceived social identities • Monitor the manner and frequency of participation among various marginalized groups • Identify participation successes and opportunities for improvement • Inform future design and implementation	• Raise facilitator consciousness about the effects of power and privilege on participation

Participants	• Fully engage with the content	• Deepen participant trust of:
		  o The facilitator(s)
		  o Fellow participants

Definitions of Key Terminology

Words can significantly impact our interaction with others — and the most generally accepted words and their definitions are constantly evolving. Regardless of our motive and intentions, the words we choose may harm or enhance dialogue. Consistently using inclusive language increases the likelihood that participants feel safe, which can lead to richer participation and engagement. While no resource is perfect or absolute, this guide on The Language of Identity is a good place to start in furthering your exposure to and understanding of key terms related to diversity, equity and inclusion.

Before the Session

What's one thing I've already experienced today?
What am I feeling right now?
What impact could this have on today's session?
What's one intention I have to improve the likelihood and quality of participation in today's session?

	Scan for the following perceived social identities and record your observations below.
Race	
Gender (e.g., men/women, cisgender/transgender)	
Physical Ability (e.g., mobility, hearing, sight)	
Age/Experience (e.g., young/elder adults, junior/mid-career/senior)	
Other Choose and record a social identity you want to monitor.	

During the Session

Who was called upon to answer a facilitator question?	Frequency of Participation	Manner/Quality of Participation
People of Color		
Women		
Transgender		
People with a Disability		
Young Adults/Junior Career		
Other		
Who contributed to the session unprompted by the facilitator?	Frequency of Participation	Manner/Quality of Participation
People of Color		
Women		
Transgender		
People with a Disability		
Young Adults/Junior Career		
Other		
Who took on a leadership role (e.g., group report, volunteer)?	Frequency of Participation	Manner/Quality of Participation
People of Color		
Women		
Transgender		
People with a Disability		
Young Adults/Junior Career		
Other		

After the Session

What is one thing related to DEI I was mindful of as I was facilitating today? [See: BEFORE the session]
What is one thing I observed today (in the room/in the evaluations) related to DEI?
What is one gift/success related to DEI I experienced during today's session?
What is one challenge/opportunity related to DEI I experienced during today's session?
What were the effects of power and privilege on participation today?
What did I do today to create a safer and more trustworthy environment?
What is one thing related to DEI I intend to do differently the next time I facilitate?

Next Steps

We encourage you to begin using this DEI Monitoring Tool as a resource in your upcoming sessions. Facilitators can start by setting intentional goals, observing participation across social identities, and reflecting on opportunities to create safer, more equitable spaces. Participants can engage fully while deepening trust in both facilitators and peers.

As this tool is in draft form, your feedback and insights are valuable. Please share any suggestions for improvement or questions you have about applying the tool in your sessions. We're happy to provide additional guidance, support, or schedule a follow-up conversation to explore how this tool can best meet your needs.

Thank you for partnering with us in fostering more inclusive and engaging learning environments.

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