Duke PRIDE Training

Pursuing Respect, Inclusion, Diversity, and Equity for LGBTQIA+ Communities

Information & Publicity Kit

Presented by Center for Sexual and Gender Diversity Staff
Publicity and Information Kit Contents

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Welcome Letter

Welcome to the PRIDE (Pursuing Respect, Inclusion, Diversity and Equity) Training information and publicity kit!

We are so excited you are interested in creating opportunities for more conversation and dialogue around marginalized sexual orientations, gender identities and gender expressions. This information and publicity kit will provide you with all of the information you need to know to plan, prepare and host a PRIDE training in your office or department.

Please remember that this kit is only meant to be a helpful guide in our conversations together. Some parts may work well for you and others may not. Remember that you are not alone in this journey. Whether a single individual or a member of a team of organizers, the Center for Sexual and Gender Diversity will be here to encourage and support you all along the way.

If you have further questions, concerns or are ready to move forward on planning a PRIDE training please reach out to Angel Collie at angel.collie@duke.edu.

Thank you for your ongoing commitment to creating more welcoming and inclusive spaces at Duke University and beyond.

Sincerely,

Angel C. Collie
What’s covered in the PRIDE Training?

Pursuing Respect, Inclusion, Diversity and Equity training aka Duke PRIDE training is signature educational program aimed at increasing awareness of issues impacting those with marginalized sexual orientations, gender identities and gender expressions (SOGIE). All members of the Duke community, including students, staff, and faculty, may attend.

The three-and-a-half-hour training consists of four modules:

1) Language and Terminology: In this module, we will begin to lay a groundwork for how to approach language and terminology in relationship to sexual orientation, gender identity and gender expression. We approach it from a broad perspective and cover key concepts but do not cover the many terms and labels use to convey their identities and experiences. We do provide resources for this next step in the materials you will receive upon attending the P.R.I.D.E training.

2) Intersecting Identities and Cultural Realities: This section covers many of the myths and misconceptions often held about LGBTQIA communities. Using various studies and research data this will explore experiences of folks with marginalized sexual orientations, gender identities and gender expressions alongside other identities folks may hold. This module is built on the understanding that we all hold multiple identities and the ways in which those identities interact will have an impact on an individuals lived experience. This module wraps up by introducing you to members of the Duke Community as they share their experiences on campus through videos addressing the intersecting identities in their own lives.

3) Issues Impacting College Campuses: Building on the previous modules this one gives participants an opportunity to practice applying the frameworks and best practices provided throughout the training to reality based scenarios. This is a point in the training where we can consult with you to create scenarios that reflect the work of your office and department.

4) Intentional Actions to Create an Inclusive Community: The final module is the time in the training when participants are introduced to many actions they can take to create more welcoming and inclusive spaces. Before ending the training, participants are asked to think about what their commitments are as a result of having participated in the P.R.I.D.E training.

Duke P.R.I.D.E. addresses intersectionality and acknowledges multiple identities including race/ethnicity, nationality and religion throughout the training. The training is designed to equip individuals with helpful tools to assist them with responding to and dismantling cissexism and heterosexism at Duke and beyond.

The Duke P.R.I.D.E. Training replaces the Ally Training, the CSGD’s previously offered signature educational training. While Duke P.R.I.D.E training will introduce some basic concepts around
sexual orientation, gender identity and gender expression it is important to note that Duke P.R.I.D.E training is not an ‘ally training.’ While we love for people to identify as allies we believe that one training cannot ‘make an ally,’ as it is an ongoing commitment to education and action. The P.R.I.D.E training will give you the tools to begin your journey of understanding yourself in relation to community regardless of how you identify and information about next steps to take to move towards allyship.

If you are requesting the PRIDE training for a specific department we can work with you to tailor various parts to speak directly to your experiences and context through the videos and scenarios in Module 3.

Each participant that completes the PRIDE training will be provided a placard with their name to display, a resource guide filled with information and activities, and have an opportunity to participate in ongoing mentorship with the professional staff of the Center for Sexual and Gender Diversity.

What are the Requirements?

The CSGD staff spends a considerable amount of time preparing and organizing for each PRIDE training. The extensive preparation and investment in each training means that we have some basic requirements:

1) **Time:** The training modules each build on one another so we require that each training be scheduled for a minimum of 3 hours and 30 minutes. Some groups have elected to schedule 4 hour trainings to give more time for discussion and breaks. We can work with you to plan the best option for your group as long as the minimum 3 hours and 30 minutes is met.

2) **Attendance:** During the PRIDE training we provide opportunities for participants to engage in large group, small group and one on one conversations. Many of the activities depend on numbers to be meaningful and successful therefore we require a minimum of 25 people for a full PRIDE training. If you feel your office or department is unable to reach this number, consider partnering with an office that does similar work. Each participant is required to fill out the pre-registration and the attendance requirement must be met three full business days prior to the scheduled training. The maximum participants for one training is around 45 but there is some flexibility here depending on the needs of your group. We also ask that participants not arrive more than 10 minutes after the training has begun and not leave late. Participants that arrive 15 minutes after the training has started will be asked to sign up for a future training.

3) **Space/Location:** We are happy to negotiate where the training takes place. We are happy to host it in our location if our space is available. Offices and departments often
prefer that we come to you so that the training is in close proximity for the participants. If we come to you, we require a room that has PowerPoint and audio/video capabilities.

4) **Refreshments**: While refreshments are not required they are strongly encouraged. 3hr 30minutes is a long time and we find that having snacks or providing a meal can go a long way in ensuring that participants have their needs met. This is especially true for early morning trainings or trainings that span lunch hours. If you are unable to provide snacks or a meal, we recommend that you encourage participants to bring snacks or a lunch with them.

If you can meet these requirements and would like to move forward in planning a PRIDE training for your group or have additional questions, please reach out to Angel Collie at angel.collie@duke.edu. Once you reach out we can begin a conversation about dates and availability of the professional staff and facilitators. Please keep in mind that the training schedule fills up very quickly and we may be unable to fulfil a request in the semester it is requested. We will do our best to fulfill your request in as timely a manner as possible.

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**Host Responsibility Check List**

Now that you have begun the process of scheduling a PRIDE training for your office or department we want to provide you with a checklist and timeline to assist you in ensuring your training is well organized and successful. Below we are providing a checklist of important steps and responsibilities as a PRIDE training host.

**In the Beginning Planning Stages:**

- Reach out to Angel Collie at angel.collie@duke.edu to express interest in a training and confirm that we meet the basic requirements. Date Completed: ________________

- Provide multiple (at least three) dates and times that your group hopes to hold the PRIDE training. Consider also making sure the space you hope to host the training would be available for the dates submitted. Date Completed: ________________
  - Date and Time 1: ______________
  - Date and Time 2: ______________
  - Date and Time 3: ______________

- Once your date is picked confirm and book the location for your training. Communicate with the CSGD about that location. Ensure the location has both A/V and projection capabilities. Date Completed: ________________
  - Location: ________________
    - Projection capabilities? Y or N
    - A/V capabilities? Y or N
One Month Before the Training:

☐ Send out an announcement about the training and ask participants to register using the link provided by the CSGD. Consider using the template included in the Helpful Tools and Templates section of this document. Date Completed: ________________

☐ Schedule a meeting with your CSGD staff contact to create any office specific scenarios that you would like to include in your training. Date Completed: ________________

Two Weeks Before the Training:

☐ Check in with your CSGD staff contact on the numbers to ensure that registrations are being submitted and you are reaching the minimum participant goal. Date Completed: ________________

☐ Send out an additional reminder for folks that have not yet registered. Date Completed: ________________

One Week Before the Training:

☐ Make sure your registration goal has been met. If it has not been met give it one more good publicity push. Remember, word of mouth is the most effective way to get people to commit. Reach out to personal contacts and colleagues you have a working relationship with and personally invite them. Date Completed: ________________

☐ Reach out to your CSGD Staff contact to obtain dietary restrictions of participants that have registered. Date Completed: ________________

☐ Arrange catering for your training if you will be providing a meal or snacks. Date Completed: ________________

☐ Reach out to your CSGD Staff contact to obtain the list of registrants so that you can send out a reminder to those that have registered. Consider using the template included in the Helpful Tools and Templates section of this document. Date Completed: ________________

Day of the Training:

☐ Be prepared to meet the CSGD facilitators 45 minutes prior to the start of the training in order to provide adequate time for set up. If needed, be sure to have IT prepared to assist in setting up the PowerPoint and audio/video equipment.
Helpful Tools and Templates

PRIDE Training Announcement:

We are partnering with the Center for Sexual and Gender Diversity to host a departmental Duke PRIDE Training.

The Pursuing respect, inclusion, diversity and equity training aka Duke PRIDE training is signature educational program aimed at increasing awareness of issues impacting those with marginalized sexual orientations, gender identities and gender expressions (SOGIE).

The three-and-a-half-hour training consists of four modules:

1) Language and Identities
2) Intersecting Identities and Cultural Realities
3) Issues Impacting College Campuses
4) Intentional Actions to Create an Inclusive Community

Duke P.R.I.D.E. addresses intersectionality and acknowledges multiple identities including race/ethnicity, nationality and religion throughout the training. The training is designed to equip individuals with helpful tools to assist them with responding to and dismantling cissexism and heterosexism at Duke and beyond.

Our Departmental PRIDE Training is scheduled for:

(Insert Day, Date, Time here)

If you would like to sign up for PRIDE training you can complete the registration and training pre-assessment here: (Link will be provided upon confirmed training date.)

If you have any questions about our upcoming trainings you can reach me, (Your Department contact’s Name, Email) or Angel Collie at the CSGD at angel.collie@duke.edu or by calling (919) 681-4695.

PRIDE Training Reminder:

Hi, all,

Thank you for signing up to attend the Duke University (Department Name Here) P.R.I.D.E training on (Day, Month, Date). We are so excited you will be joining us. It will take place (Location Here) from (Time here).
Please let us know if you can no longer attend.

Bring pen and paper and we will have everything else you need,

Nick, Angel and Skye

Sample PRIDE Training Flyer:

Students, staff, and faculty!

Sign up for the CSGD’s signature education program, DUKE P.R.I.D.E.!

Learn about:
- Language and Identities
- Intersecting Identities and Cultural Realities
- Issues Impacting College Campuses
- Intentional Actions to Create an Inclusive Community

Register for our upcoming training:
Sample PRIDE Training Facebook Image:

Students, staff, and faculty!

P. R. I. D. E.

Pursuing respect, inclusion, diversity, and equity!

Sign up for the CSGD’s signature education program, DUKE P.R.I.D.E. Training!

Learn about language, LGBTQIA+ identities, intersecting identities, issues impacting college campuses, and actions to create a more inclusive community!

The Center for Sexual & Gender Diversity

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