

# LEADERS CAN BE ANYWHERE AND SHOULD BE EVERYWHERE!

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## Spectra Diversity Inclusion Assessment™

The Spectra Diversity Inclusion Assessment™ is the only statistically validated Diversity & Inclusion assessment that enables you to measure both individuals as well as the entire organization in a single survey.

Organization	Management	Culture	Policies, Practices & Procedures (3Ps)
Individual	Beliefs	Interpersonal Behaviors	

## Lead at Any Level® Service Package

Phase 1: Setup	Phase 2: Administration	Phase 3: Analysis & Findings
<ul style="list-style-type: none"> <li>• Design meeting</li> <li>• Determine schedule</li> <li>• Customize survey with open-ended questions</li> <li>• Determine enhanced data structure, as needed</li> <li>• Email deliverability instructions for IT</li> <li>• Communication plan</li> <li>• Email templates for internal use</li> <li>• Customized external survey emails</li> <li>• Upload participant list</li> <li>• Pre-launch review meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor participation metrics</li> <li>• Provide up to three participation reports per week</li> <li>• Provide guidance for internal follow-up communications</li> <li>• Send external reminders to employees who have not completed the survey, as needed</li> <li>• Mid-survey status meeting (upon request)</li> </ul>	<ul style="list-style-type: none"> <li>• Provide contextual analysis of report(s) relative to stated goals of the client</li> <li>• Recommend specific next steps based on contextual analysis</li> <li>• Debrief prep meeting with primary point(s) of contact</li> <li>• PDF of aggregate data report</li> <li>• PDF of demographic and enhanced data reports, if selected</li> <li>• Debrief meeting with primary stakeholders (e.g., exec team)</li> </ul>

## Optional Add-ons

Demographic Data Report	Enhanced Data Report	Full-color Printed Reports
<ul style="list-style-type: none"> <li>• Detailed demographic data</li> <li>• If fewer than five respondents in a category, data will not be displayed</li> <li>• Included with 100 or more participants</li> </ul>	<ul style="list-style-type: none"> <li>• Gather sub-category information for up to 5 sub-categories</li> <li>• One sub-category with 22 possible responses</li> <li>• Four sub-categories with 8 possible responses</li> <li>• If fewer than five respondents in a category, data will not be displayed</li> <li>• Included with 200 or more participants</li> </ul>	<ul style="list-style-type: none"> <li>• Perfect-bound, full-color paperback report</li> <li>• Contains summary report data, category performance, and category guidance from Spectra Diversity</li> <li>• Contains additional analysis and recommendations from Lead at Any Level®</li> </ul>