

7 *Highly Effective Ways to Check Your Bias*

- 1 Mentally reset before each student**

Take at least 3 to 5 mins between meeting with students to help bring you back to a clear mind, reset your safe space, and get ready for a new conversation.
- 2 Understanding your institution stance on diversity and inclusion**

Understand your institution's values, mission, strategic goals, and mission that address diversity and inclusion on your campus.
- 3 Be aware of your institution's environment**

Pay attention to how your campus addresses the conversation on equity, diversity, and inclusion. Notice everyday life around campus, in your office setting, and within your interactions with students.
- 4 Stay "Up-to-Date" with Trainings**

Stay current with institution cultural competency and diversity training. Attend trainings with your department and make efforts to talk about these issues with your colleagues, supervisor, and students
- 5 Create a "Safe Space"**

Create a physical space and/or environment in your office that combats perceptions of bias.
- 6 Get to know your student's identity**

Ask students non-directive but powerful questions that allows you to get to know the student's ideals, beliefs, and where they come from. Use non-judgmental phrases and be open to difficult conversation that might go against your own personal beliefs.
- 7 Be aware of your emotional intelligence quotient**

An individual's ability to recognize and manage their own emotions and the emotions of other people, will find it easier to form and maintain interpersonal relationships and to 'fit in' to group situations.