



! Printable Version of O&E 15 Steps

- ! Support and attend the annual Out & Equal Workplace Summit.
- ! Establish and support an LGBT Employee Resource Group (ERG).
- ! Provide Domestic Partner Benefits.
- ! Include "sexual orientation" in your company's EEO policy.
- ! Include "gender identity and expression" in your company's EEO policy.
- ! Provide LGBT diversity training (i.e. Out & Equal's Building Bridges program).
- ! Support the LGBT community through corporate giving.
- ! Recruit and develop LGBT employees.
- ! Market to the LGBT community.
- ! Create LGBT-specific advertising.
- ! Provide LGBT Leadership development opportunities.
- ! Develop spousal equivalency policies for LGBT employees.
- ! Include LGBT-owned businesses in your supplier diversity program.
- ! Promote an LGBT-friendly corporate culture.
- ! Share best practices around LGBT workplace issues.

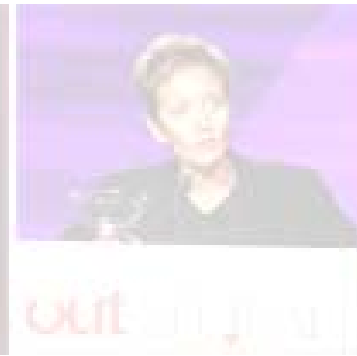
The Equality Principles, the Out & Equal Frontier, and the Corporate Equality Index provide a foundation for the 15 Steps to an Out & Equal Workplace.



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*Welcome to the Out & Equal Town Call
April 24, 2008*

**Celebrate your Achievements:
What it takes to win a 2008 "Outie" Award!**





! Town Call Sponsor - Genetech

! Out & Equal - Kevin Shytle

! Welcome

! Town Call Overview

! Announcements





Introductions

! Speaker Introductions

- ! Kevin Shytle - Application Process
- ! Glynda McGinnis - Screening Committee Perspective
- ! Kevin Jones - Judges Perspective
- ! Jeff Parker - Winning Organization Perspective

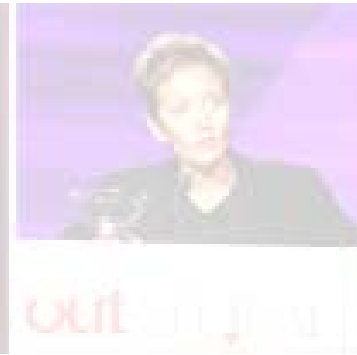


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2008 Outie Awards

Friday, September 12, 2008- 7:00 pm
Austin Convention Center

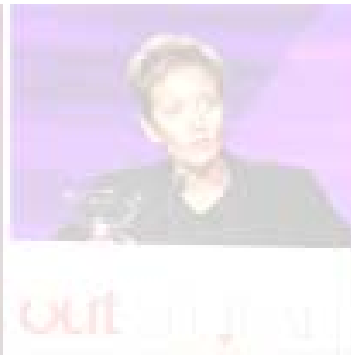


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Outie Application Process - Kevin Shytle





! Out & Equal Workplace Awards (Outies)

! Individual Awards

- Trailblazer Award
- Champion Award

! Organizational Awards

- Lesbian, Gay, Bisexual, Transgender Employee Resource Group of the Year
- Significant Achievement
- Workplace Excellence

! Awards of Distinction



! General Guidelines

- ! [Out & Equal Outie Award Page](#)
- ! Due by May 9!
- ! Previous 2 year winners not eligible for same award
- ! Maximum 2 nominations - one organizational, one individual
- ! Finalists attend the 2008 Gala Awards Dinner on September 12, 2008



! Application Overview (Guidelines)

- ! Select appropriate award
- ! Review award questions
- ! Determine how to tailor answers
- ! Executive (VP or higher) - verification and approval



- ! Completing the [Online Application](#)
 - ! Must complete the online application in one sitting
 - ! Suggestion - answer all questions in a Word document, then cut & paste into form
 - Contact Information
 - Nominee Information
 - Essay Questions
 - ! Make sure all questions are complete before clicking "done"



! Criteria

- ! Impact/Results
- ! Initiative/Leadership
- ! Perseverance
- ! Originality
- ! Duplicability of initiatives
- ! Incorporation of Out & Equal 15 Steps
(Link: [O&E 15 Steps](#))



! Next Steps

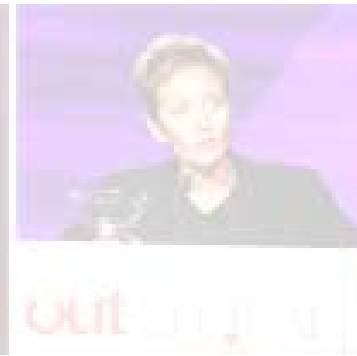
- ! Reviewing Committee selection of finalists
- ! Request for additional information to support nomination (due by June 20, 2008)
- ! Finalists submitted to Judges
- ! Winners notified
 - Acceptance speech draft (due August 11, 2008)
 - Organizational winners 1-3 minute video (due by August 22, 2008)
- ! Awards presented - September 12, 2008!

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Review Committee Perspective - Glynda McGinnis





Review Committee

- ! Online Application Process was an absolute necessity
- ! Out & Equal facilitated creation of questions



Review Committee

! Suggestions for Nominators

- ! Be specific about achievements and include examples
- ! Use an “accomplishments” file



! First Round Voting Process

! Five specific areas were created and weighted to help in the evaluation of nominations:

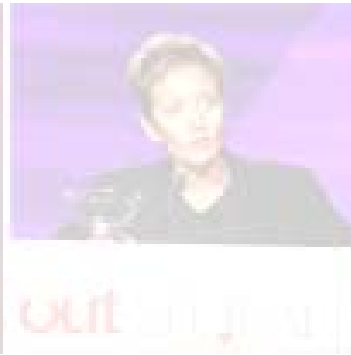
- Impact/Results
- Initiative/Leadership
- Perseverance
- Originality
- Duplicability of initiatives

! Organizations: Incorporation of Out & Equal 15 Steps (Link: [O&E 15 Steps](#))

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Judges Perspective - Kevin Jones





! Upfront Considerations

- ! Judges are asked to review the finalists
 - Using the absolute criteria for the category
 - Place the nominees in rank order
- ! Takes place over a two-week period
- ! Judges work individually
- ! Perspective of one judge - generally representative of the process



! Ranking Considerations

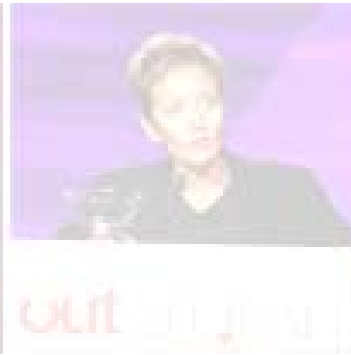
- ! Key concepts from the application process:
special and innovative, impact and
influence, model
- ! Concrete, demonstrable, clear support
- ! Scope and consistency
- ! The “wow” factor

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Winning Organization Perspective - Jeff Parker





! Application Process

- ! Why we applied
- ! What did we want them to know
- ! Doing the application

! Finalist process

- ! What we added
- ! Including management



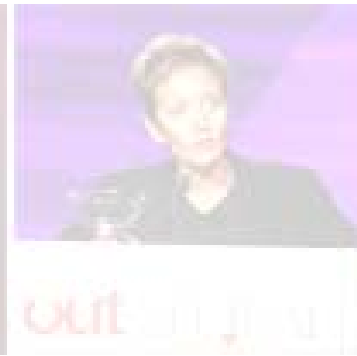
- ! What winning means
- ! How we celebrated the award
- ! What has it meant to our organization since the award

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Questions & Answers



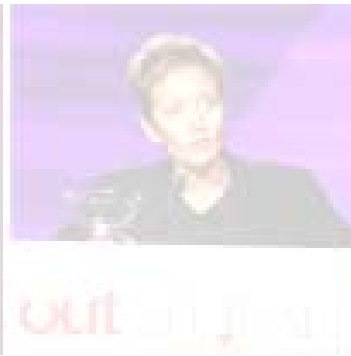
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Closing Comments

[Town Call Survey](#)

[Click Here](#)

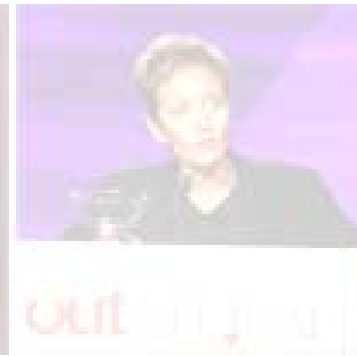


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Thank you for joining us!
See you at our next Town Call -
June 26, 2008





- ! [Town Call Survey](#)
- ! [Out & Equal Workplace Awards](#)
- ! [Outie Nominations - May 9](#)
- ! [Annual Dinner - June 12](#)
- ! [O&E Summit - September 10-13](#)
- ! [Printable Version of O&E 15 Steps](#)
- ! [Donations to Out & Equal](#)

! Contact pbaillie@outandequal.org for more information