

# Transgender Employees and the Workplace: Creating Inclusive Environments

**Trainer:** Ryan K. Sallans, MA

## Introduction:

Over half of individuals who identify as transgender report they are not out at work. Sadly, the workplace is often the last place transgender people come out due to fear of how they will be treated after sharing they are transgender, and fear of being fired due to discrimination.

Many companies are searching for best practices around how to support transgender employees and how to educate others in the workplace. Having conducted diversity and inclusion training sessions around the nation, Ryan has found one of the best ways to provide support, is through programming that includes open and caring conversations. Below is an outline of the subject matter covered in Ryan's training, *Transgender Employees and the Workplace: Creating Inclusive Environments*.

*(Recommended Training Time: 2 hour timeframe – training may last from 1 ½ to 2 hours)*

## Training Goals:

- Learn terms used to describe a person's gender identity.
- Discuss how to be respectful of transgender employees in the workplace.
- Identify what is expected of coworkers when an employee is transitioning.

## **Outline:**

### **1. Review of Terminology and Language**

- a. Biological Sex, Gender Identity, Gender Expression and Sexual Orientation
- b. Transgender, Transsexual, Transition
- c. Mirroring Language, Respecting Identity

### **2. Coming Out Process**

- a. Understanding the anxiety questions and fears that affect transgender employees on personal and professional levels.

### **3. Legal Issues**

- a. Name and Gender Change Process
- b. Employment Protections
- c. Access to Facilities (i.e. Restrooms, Locker Room)

### **4. Workplace Transition/Benefits and Coverage**

- a. ID badge, email, nameplates that reflect chosen name and having staff use chosen name and pronoun.
- b. Access to restroom facilities that are safe and align with identity.
- c. Insurance Coverage and Transition-Related Medical Needs

### **5. Ryan's Transition Story (*Optional but recommended*)**

### **6. Addressing Your Coworker**

- a. How coworkers and management can respect transgender employees.

### **7. Discussion and Q/A**

## Presenter Bio:



Ryan K. Sallans, MA is a public speaker, diversity trainer, consultant, publisher and author of the book *Second Son*. Ryan specializes in LGBTQ healthcare and transgender workplace issues. For the past five years he has served as the Lead Subject Matter Expert, for Affiliate Risk Management Services Inc, in the development of e-learning courses for medical providers seeking CMEs in LGBTQ healthcare and cultural competency. For the past fifteen years he has worked with organizations and Universities on creating inclusive environments for transgender employees and students, LGBTQ social justice issues, and media literacy related to eating disorders, body image and gender. His educational background includes a Bachelor of Arts in English and anthropology, Master of Arts in English, and a Master of Arts in educational psychology.

You can learn more by visiting his website at:

**[RyanSallans.com](http://RyanSallans.com)**

Read Ryan's article on the Huffington Post, "[What Does It Mean to be Transgender?](#)"

### Resources:

- 1) [Model Transgender Employment Policy: negotiating for inclusive workplaces](#), Transgender Law Center.
- 2) [Managing Gender Transition in the Workplace](#), Society for Human Resource Management, 12/16/2013.
- 3) [Guidance Regarding the Employment of Transgender Individuals in the Federal Workplace](#), Office of Personnel Management.
- 4) [Workplace Gender Transition Guidelines](#), Human Rights Campaign (HRC).