

■ Bias Awareness Worksheet (Final Edition)

Building a Foundation for Belonging

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Glossary of Key Terms

Cognitive Bias: Systematic errors in thinking that influence decisions and judgments.

Implicit Bias: Unconscious attitudes or stereotypes that affect our understanding, actions, and interactions.

Explicit Bias: Biases or attitudes that we consciously endorse or express.

Social Identity: The part of a person's identity derived from belonging to social groups (e.g., race, gender, generation, religion).

Stereotype: A generalized belief about a group that may not accurately reflect reality.

Prejudice: A preconceived opinion about a group or individual not based on reason or actual experience.

Microaggression: Subtle, often unintentional comments or actions that can reinforce bias or exclusion.

Common Workplace Biases

Confirmation Bias

Seeking or remembering information that confirms what we already believe.

Affinity Bias

Favoring people who share our background or interests.

Attribution Bias

Judging others' behavior as a reflection of character, not context.

Halo/Horns Effect

Letting one strong impression (positive or negative) influence overall judgment.

Conformity Bias

Changing opinions or behaviors to align with group norms, even when it conflicts with personal values.

Perception Bias

Making assumptions about groups or individuals based on stereotypes.

Anchoring Bias

Relying too heavily on the first piece of information encountered.

Status Quo Bias

Preferring things to stay the same, resisting change even when improvement is possible.

Groupthink

Prioritizing harmony or consensus over critical evaluation and diverse input.

Reflection Prompts

- Which of these biases do I recognize in my daily decisions?
 - How can I interrupt bias before it affects my behavior?
 - What systems or habits could my organization strengthen to reduce bias and increase fairness?
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