



November DEI & HR Observance Planning Tool

Purpose:

Help leaders, HR teams, and DEI champions plan meaningful, action-oriented observances for November's key equity and inclusion dates.

Date / Period	Observance	Why It Matters	Ideas for Action
All November	Domestic Violence Awareness Month	78% of victims of police-reported intimate partner violence in Canada are women and girls.	Host a learning session; review EAP and leave policies; share resources and supports.
All November	Transgender Awareness Month	Trans people in Canada are nearly 3x more likely to experience harassment or exclusion.	Offer gender inclusion training; audit policies/forms; spotlight trans voices.
All November	Indigenous Disability Awareness Month	30–32% of Indigenous Peoples report living with a disability.	Partner with Indigenous-led orgs; assess accessibility through Indigenous lens; highlight intersectional inclusion.
Nov 10–16	Métis Week	Celebrates Métis history, culture, and contributions.	Host a Métis culture event; engage a Métis speaker; link to your Indigenous inclusion strategy.
Nov 13–19	Trans Awareness Week	Builds visibility and allyship ahead of Trans Day of Remembrance (Nov 20).	Run daily allyship prompts; share leadership message; review HR systems for gender inclusivity.
Nov 16	Louis Riel Day	Honours Métis leader Louis Riel and Métis Nation advocacy.	Acknowledge the day in communications; invite a speaker; reflect on Métis inclusion.
Nov 25–Dec 10	16 Days of Activism Against Gender-Based Violence	A global call to end GBV and build safe, equitable workplaces.	Run a daily awareness campaign; refresh harassment and safety policies; train leaders in trauma-informed support.



Practical Planning Framework for Leaders & HR

Here are some questions and actions you can use to operationalize the observances above:

Leadership Questions

- ☐ Which of these observances align with our organizational DEI and inclusion priorities this year?
- ☐ How will we ensure the observance is more than symbolic—that it results in meaningful reflection and action?
- ☐ Who is accountable for coordinating communications, learning events and follow-through?
- ☐ How will we measure and track whether these observances influenced awareness, policy, culture or behaviour?

Organizational Actions

- ☐ Create a calendar of observances: allocate leads, dates, channels and resources now for November.
- ☐ Communicate early: Let staff know why you're recognizing each date, what you'll be doing, and how they can engage.
- ☐ Design inclusive programming: Mix webinars, discussion prompts, story-sharing, policy reviews, and easy-to-access resources.
- ☐ Embed follow-through: After the observance, issue a brief recap, evaluate participation and gather feedback. Then map next steps (policy review, training, check-ins).
- ☐ Measure progress: Simple metrics like participation rate, policy changes, awareness scores via pulse survey, or number of adjustments to HR systems can help demonstrate impact.

