



SETTING THE GROUNDWORK FOR AN INCLUSIVE CULTURE

Practical Tips for Everyday Actions

HOW CAN I INCORPORATE INCLUSION IN MY DAY-TO-DAY WORK?

Listen actively

Show genuine interest in others' ideas. Repeat back what you've heard for clarity. Ask open-ended questions which encourages sharing.

Solicit more perspectives

Ask for feedback and ideas from a broad cross-section of your team, especially those who tend to be less vocal. Ensure all ideas are heard – brainstorming techniques such as round-robins or anonymous idea submissions can help.

Examine how you share opportunities

Rotate responsibility for leading meetings and high-visibility projects/assignments. Look carefully at delegating strategic tasks across the team and check you aren't disproportionately giving the same people more "office housework."

Run meetings in an inclusive manner

Share discussion topics in advance and acknowledge you are seeking everyone's voice. Get comfortable with silence and ask for input from quieter team members. Be careful about shutting down different views.

Model empathy

Flex your empathy muscles. Demonstrate understanding and consideration for others' experiences. Ask your team to do the same.

Challenge exclusionary behaviors

Set clear expectations that team members will be treated respectfully. Address exclusionary actions and microaggressions directly and constructively. Offer specific alternatives that promote understanding and respect.

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