

THE INSTANT INCLUSION CHECKLIST

THE “MUST-HAVE” CHECKLIST TO BE MORE INCLUSIVE AT WORK

As a leader, you can create an environment for greater engagement and satisfaction. Reframe your thoughts about people, generate empathy, recognize your biases, have compassion for yourself, and take action to become more inclusive on purpose in the workplace. Inclusion is an action. Pick one of these areas and take action today.

EMPATHY

- Imagine yourself in the same situation as people unlike you
- Examine your own gaps of understanding other people
- Recognize that being more inclusive is a journey
- Have compassion for yourself as you move along the journey

ACTION

- Ask someone unlike you how they are doing and actively listen to the answer
- Invite someone unlike you to get together in order to better understand them
- Advocate for someone who may not experience the privilege you do
- Choose one of the steps above and DO it today

REFRAMING

- Celebrate an individual's "culture add" rather than culture fit
- Cultivate cultural humility rather than cultural competency
- Consider who want to become as an inclusive leader, creating a greater sense of belonging at work

BECOME AWARE OF YOUR BIASES

- Affinity bias
- Unconscious bias
- Confirmation bias
- Linguistic bias

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