



## Small Steps to Inclusion Tip Sheet

- 1. LIFT UP VOICES** – Amplify the voice of everyone on your team, especially those who feel most silenced. Get intentional about inviting others to speak up. Consider:
  - a. Who do you yield the floor to when conversing in meetings?
  - b. Who do you hand things off to during zoom meeting introductions?
  - c. Whose opinion and perspective do you usually seek?
  - d. Is it someone who looks like you, thinks like you?
  
- 2. STRENGTHEN FEEDBACK** – ask your staff how they like to receive feedback and:
  - a. Strive to give feedback immediately when but in private.
  - b. Ask permission. For example, is it okay if we talk about performance on this project and discuss feedback?
  - c. Get curious and ask them where they feel strong and where they wish they were stronger or where they needed support.
  
- 3. PROMOTE RESPECT** – when kicking off a project, talk about how you expect team members to work together. For example:
  - a. Tells them you expect respectfulness even when disagreeing.
  - b. Share your pronouns and invite others to share theirs.
  - c. Use the collective compassionate agreement to set the rules for engagement
  
- 4. PRACTICE INCLUSIVE EMPATHY** – don't get defensive, get curious. Be willing to consider how your own behavior may be inadvertently limiting the level of trust others feel. Listen for the emotion behind what is being said and acknowledge it.

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