# TOOLKIT: Creating an Inclusive Culture

*Use this toolkit to help your team create ways to make your team environment and culture more inclusive*

**RAISING THE GAME**

**Audience:** Team Leaders  (E.g. Managers / Executives / Coaches)

**Purpose:** The purpose of this toolkit is to help team leaders/managers align their teams on how to solve equity, diversity, and inclusion challenges. This is intended to be run as a 1-2 hour workshop and can be used at any team level.

**Intended outcomes:**
- A shared understanding of the benefits of an inclusive environment; ideas to create an inclusive environment and an action plan to bring them to life; a shared commitment to display inclusive behaviours.

**What's included:** This toolkit has two parts
- Facilitator Guide
- Suggested Slides

**How to use it:**
- Read the facilitator guide and tips on how to run the workshop
- Adjust the workshop slides and timing to suit your team's needs
- Schedule and run the workshop using the suggested material
- Capture thoughts and feedback from the team
- Send out actions following the workshop
- Use this method to solve other challenges in your team

# TOOLKIT: Creating an Inclusive Culture

*Use this toolkit to help your team create ways to make your team environment and culture more inclusive*

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## Overview:

**The workshop is made up of three activities:**

| | Timing | Activity | Purpose |
|---|---|---|---|
| 1 | **30 mins** | Discuss **why** inclusive environments are important, and **how** we can begin to create them | Articulate the **benefits** of inclusive environments, and start to generate solutions |
| 2 | **30 mins** | Create an **action plan** to bring the favourite ideas to life from the previous activity | Develop **next steps and ownership** for creating an inclusive environment |
| 3 | **30 mins** | Identify the **inclusive behaviours** we want our team to commit to as part of Raising the Game | Align on 'what good looks like' for an inclusive environment |

**Timing:** 60-90 minutes
**Audience:** any team that you want to gain a shared understanding of inclusion
**Audience size:** <20
**Delivery mode:** in-person preferred, virtual guidance provided
**Provided materials:** suggested slides
**Suggested materials:** post-it notes, whiteboard (physical or virtual), flipchart

# Part 1: facilitator guide

# ACTIVITY 1: FACILITATOR GUIDE

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**Activity:** Discuss why inclusive environments are important, and how we can begin to create them
**Purpose:** Articulate the benefits of inclusive environments, and start to generate solutions

**WHY?**

We need our group/organisation to become more inclusive

**HOW?**

**GUIDE:**

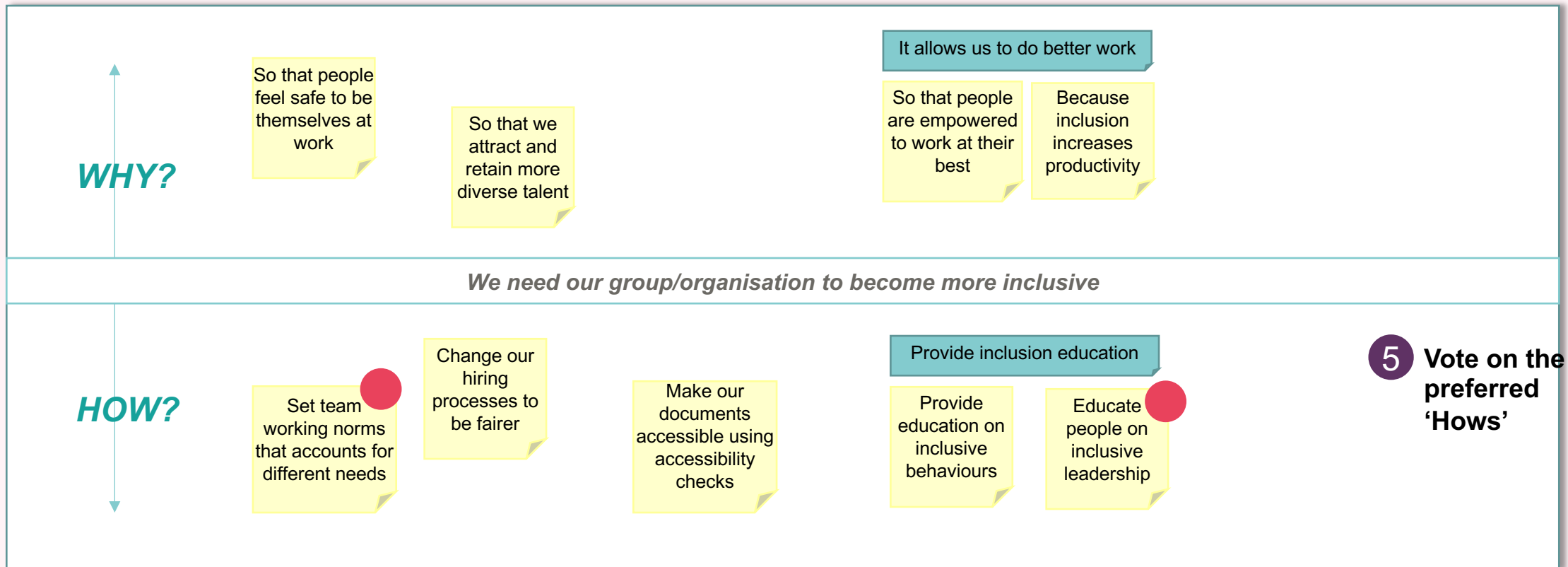*Allow 20-40 minutes for this activity*

- Using a physical whiteboard, virtual whiteboard (e.g. Miro, Mural), or a flipchart, write the problem statement in the middle of the page

- Give everyone in the room 5 minutes to add sticky notes to 'why' they think we need to answer this problem statement

- Discuss the ideas and cluster them into themes. Optional: rename the cluster with a new sticky note

- Give everyone another 5 minutes to add sticky notes to 'how' they think we might answer the problem statement

- Discuss the ideas and cluster them into themes. Optional: rename the cluster with a new sticky note

- Allow the group to vote on their favourite ideas using a marker or sticker

# ACTIVITY 1: EXAMPLE IN ACTION

**Example:**

**1** **Brainstorm 'why'**

**2** **Discuss and cluster similar answers**

**WHY?**

So that people feel safe to be themselves at work

So that we attract and retain more diverse talent

It allows us to do better work

So that people are empowered to work at their best

Because inclusion increases productivity

*We need our group/organisation to become more inclusive*

**HOW?**

Set team working norms that accounts for different needs

Change our hiring processes to be fairer

Make our documents accessible using accessibility checks

Provide inclusion education

Provide education on inclusive behaviours

Educate people on inclusive leadership

**5** **Vote on the preferred 'Hows'**

**3** **Brainstorm 'how'**

**4** **Discuss and cluster similar answers**

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**Activity:** Create an action plan to bring the favourite ideas to life from the previous activity
**Purpose:** Develop next steps and ownership for creating an inclusive environment

| | Favourite idea #1 | Favourite idea #2 |
|---|---|---|
| **What steps do we need to take?** | | |
| **How will we know it's been successful?** | | |
| **Who will own the next steps?** | | |
| **When can we start?** | | |

**GUIDE:**

*Allow 30-40 minutes for this activity*

- Using a physical whiteboard, virtual whiteboard (e.g. Miro, Mural), or a flipchart, create a table that has the columns:
    - What steps do we need to take?
    - How will we know it has been successful?
    - Who will own the next steps?
    - When can we start?

- Add the favourite ideas from the previous activity that received the most votes at the top of the table (recommend no more than 4)

- Split the group up so that everyone is only focused on answering one solution

- Give everyone 10 minutes to add sticky notes to the first two rows of the solution they have been selected for

- Discuss each solution, adding thoughts from the rest of the group

- Decide as a group who will own these activities, and what realistic timelines are

**Activity:** Identify the inclusive behaviours we want our team to commit to as part of Raising the Game
**Purpose:** Align on 'what good looks like' for an inclusive environment

**I own my EDI journey**
*E.g. I openly correct myself if I know I've made a mistake*

**I am curious**
*E.g. I make the effort to learn about other people's experiences*

**I speak up and challenge**
*E.g. I help others understand when their language or actions might make someone feel uncomfortable or unwelcome*

**I consider needs other than my own**
*E.g. I make helpful suggestions to my team about how our work can be more inclusive*

**I treat everyone with respect**
*E.g. I actively listen to others without judgement*

**I celebrate others**
*E.g. I acknowledge my peers/teammates when they make positive change*

**GUIDE:**

*Allow 10-20 minutes for this activity*

- Using a physical whiteboard, virtual whiteboard (e.g. Miro, Mural), or a flipchart, write the six Raising the Game behaviours

- Talk through each overarching behaviour and give an example or two of a more specific behaviour

- Give everyone in the room 5 minutes to add sticky notes to add further specific examples of what the behaviours look like in their environments

- Discuss the example behaviours and make sure everyone understands what has been written

- Ask the group if they can commit to displaying these behaviours as part of Raising the Game for cricket

**Example behaviours:**

**I own my EDI journey**
- *E.g. I openly correct myself if I know I've made a mistake*
- *E.g. I listen to feedback and adjust my behaviour*
- *E.g. I look for ways to challenge my own assumptions*
- *E.g. I talk about my experiences with others*

**I speak up and challenge**
- *E.g. I help others understand when their language or actions might make someone feel uncomfortable or unwelcome*
- *E.g. I call out my peer/colleague/teammate if they take something 'too far'*
- *E.g. I report discrimination if I see or experience it*

**I treat everyone with respect**
- *E.g. I respect other's cultures, values and backgrounds*
- *E.g. I actively listen to others without judgement*
- *E.g. I am supportive, non-judgmental and tolerant of others*

**I am curious**
- *E.g. I make the effort to learn about other people's experiences*
- *E.g. I look for ways I can learn more about EDI*

**I consider needs other than my own**
- *E.g. I make helpful suggestions to my team about how our work can be more inclusive*
- *E.g. I share with others lessons learned from my organisations EDI journey*
- *E.g. I think about different accommodations people might need or want when planning activities*

**I celebrate others**
- *E.g. I acknowledge my peers/colleagues/teammates when they make positive change*
- *E.g. I look for ways to showcase the good work that others are doing*

Part 2: suggested slides / materials

# CREATING AN INCLUSIVE CULTURE

[Insert organisation name]
[Insert date]

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Insert organisation logo here

# WHAT WE WANT TO COVER TODAY:

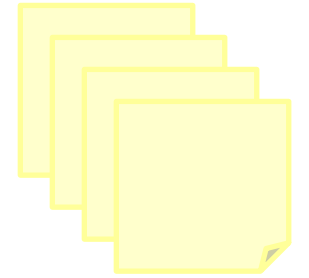| | Timing | Activity | Purpose |
|---|---|---|---|
| 1 | **30 mins** | Discuss **why** inclusive environments are important, and **how** we can begin to create them | Articulate the **benefits** of inclusive environments, and start to generate **solutions** |
| 2 | **30 mins** | Create an **action plan** to bring the favourite ideas to life from the previous activity | Develop **next steps and ownership** for creating an inclusive environment |
| 3 | **30 mins** | Identify the **inclusive behaviours** we want to emulate as part of Raising the Game | Align on 'what good looks like' for an inclusive environment |

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THE GAME

# ACTIVITY 1:

**Activity:** Discuss why inclusive environments are important, and how we can begin to create them
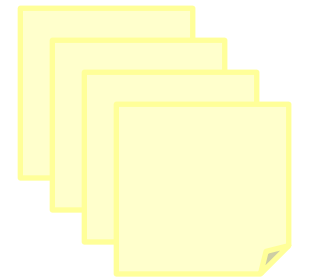**Purpose:** Articulate the benefits of inclusive environments, and start to generate solutions

*WHY?*
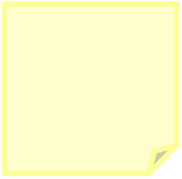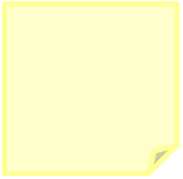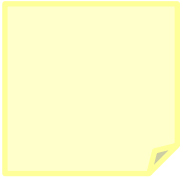
*We need our group/organisation to become more inclusive*

*HOW?*

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# ACTIVITY 2:

**Activity:** Create an action plan to bring the favourite ideas to life from the previous activity
**Purpose:** Develop next steps and ownership for creating an inclusive environment

| | | | |
|---|---|---|---|
| **What steps do we need to take?** | | | |
| **How will we know that it has been successful?** | | | |
| **Who will own the next steps?** | | | |
| **When can we start?** | | | |

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# ACTIVITY 3:

**Activity:** Identify the inclusive behaviours we want our team to commit to as part of Raising the Game
**Purpose:** Align on 'what good looks like' for an inclusive environment

**I own my EDI journey**
*E.g. I openly correct myself if I know I've made a mistake*

**I am curious**
*E.g. I make the effort to learn about other people's experiences*

**I speak up and challenge**
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THANK YOU

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