Small Steps to Inclusion Tip Sheet

1. **MAKE SPACE FOR EVERYONE:** Encourage everyone on your team to offer ideas and feedback, especially those who feel silenced. Intentionally invite them to speak up. Consider:

   a. Who do you yield the floor to in meetings?

   b. Who do you pass to during Zoom meeting introductions?

   c. Whose opinion and perspective do you usually seek?

   d. Is it someone who looks like you or thinks like you?

2. **STRENGTHEN FEEDBACK:** Ask your staff how they like to receive feedback, and:

   a. Strive to give feedback immediately in private.

   b. Ask permission. For example, "Is it OK to talk about project performance and feedback?"

   c. Get curious; ask where they feel strong and where they want to be stronger or where they need support.

3. **PROMOTE RESPECT:** When you kick off a project, tell team members how you expect them to collaborate. For example:

   a. Tell them you expect respectfulness even when disagreeing.

   b. Share your pronouns and invite others to share theirs.

   c. Set the rules for how a team interacts. For example, have the team make a list of behaviors such as Be Present, Suspend Judgment, and Be Curious.

4. **PRACTICE INCLUSIVE EMPATHY:** Don't get defensive; get curious. Consider how your behavior may limit others' level of trust. Listen for and acknowledge the emotion behind what everyone, including yourself, says.

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