

# 30

## ways to be inclusive

If you try one thing today, challenge yourself to tick off an inclusive action from the list:

- Have a coffee with someone you don't know (well!)
- Smile and say hello** to everyone you come across today
- Before each email you send, take a moment to **reflect on the impact** this will have
- Find out something new about someone you work with
- Seek different perspectives** in all your meetings today
- Say hello and introduce yourself** to someone you don't know
- Complete the Inclusive Leadership WBL**
- Call out non-inclusive behaviours.** Challenge assumptions and remarks made by others
- Notice what your body language is saying
- Put yourself in the shoes of a colleague. Ask the question, **"what's it like to be you?"**
- Ask a team member - **"are they ok?"**
- Schedule meetings at **inclusive times**
- Try asking the quieter people on your team for **their opinion**
- Listen with your **eyes as well as your ears**
- Pause before giving advice** and instead lead with questions
- Sit somewhere else in the office** and introduce yourself to the people around you
- Actively listen** in all your conversations, remove any distractions
- Be curious, ask open questions
- Offer your **help to a new joiner**
- Invite a junior colleague** to a client meeting
- Sponsor an individual** whose career journey is different from your own
- Mentor someone** with a fresh perspective
- Say thank you** today by writing a physical thank you card to members of your team
- Encourage your colleagues** to send an email/physical thank you cards to people they appreciate
- Start your meetings with how you **appreciate working with the people** in the room
- Celebrate an achievement** with the people you work with
- Be inclusive of different faith requirements** when organizing a social event or meeting
- Give timely constructive feedback** to accelerate a colleague's development
- Support your team** to have a New Ways of Working discussion
- Initiate a conversation** with your client about Diversity & Inclusion

I'm in are you?

#TryOneThing