

United for Inclusion

A 20 minute workshop



National Inclusion Week

2021 27 September – 3 October

Inclusive
Employers

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Introduction

National Inclusion Week 2021 is a programme of activities run by Inclusive Employers to celebrate inclusion and diversity and unite colleagues across the world with the goal of making inclusion an everyday reality for all.

Inclusive Employers is the UK's leading membership organisation for employers committed to making inclusion an everyday reality. We hope you find this free National Inclusion Week workbook fun and helpful for running a 20 minute workshop in your organisation.

How to use this worksheet

Throughout the workbook you will see the icons opposite. These will offer you a guide about how to complete the exercises.

This is a 20 minute workshop that is aimed at colleagues who are less confident with inclusion and diversity matters, or it can be used as a warm up session to your National Inclusion Week activities.

You can use this workshop on its own or with 'United for Inclusion: A 50 minute workshop' if you would like to expand your session. This workshop should be completed first.

Please note the timings are suggestions and based on small groups such as a team meeting. You may need to adjust based on your team size.

Key	
 Flipchart	 Discussion
 Exercise	 Reflection
 Social media	 Supporting materials

Section 1 – Introductory activities

Activity 1.1

Time: 5 mins



Supporting materials



Exercise



Social media

Give an example of when you have felt included. If you feel comfortable to do so, acknowledge the person who made you feel included - what did they do? You can use the tweet sheet in this pack to share this.

N.B. if you or your colleagues are struggling with examples of inclusion think about exclusion first and then try inclusion.

Go around the group and each person read out their sheet – if people are comfortable you can invite other colleagues to ask follow up questions or give a reflection.

My colleague _____

makes me feel included by



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Activity 1.2

Time: 10 mins



Exercise



Discussion

Write the following statements on a whiteboard or print this booklet/screenshare:

1. Everyone is friendly
2. We don't make assumptions
3. People care and support each other
4. People are interested in the different experiences of others
5. It is safe to discuss difference
6. We are clear about our expectations and standards
7. Everyone's voice is heard
8. We step in if behaviour is inappropriate
9. We recognise the contribution of different people to our business
10. We have open discussions about diversity
11. Everyone feels safe to be themselves

Ask each person to make 3 lists;

- This accurately describes our workplace
- There is room for improvement in this
- This does not accurately describe our workplace

N.B. if you have a group larger than 8 people you could ask them to discuss in small breakout groups to save time.

N.B. it is helpful if you take a note of some of the statements in the 'room for improvement' list for the final activity

Each colleague should order the statements into three lists. Starting from statement 1 ask the group which list they have placed the statement in and why. Move through the statement's discussing each.

Activity 1.3

Time: 5 mins



Exercise



Reflection



Social media

Now that colleagues have given examples of inclusion from their lives and discussed the workplace it is time to think about what's next.

Ask each colleague to spend a couple of minutes thinking about what they could do to be more inclusive (could involve colleagues, customers, people they manage). Each colleague in turn will tell the group what their inclusion commitment is for the future.

N.B. You can encourage colleagues who wish to, to post their commitment on social media tagging @IncEmp #UnitedForInclusion

My inclusion commitment for the future is...

@IncEmp

#UnitedForInclusion



#UnitedForInclusion

#NIW2021

#NationalInclusionWeek2021

Share your experiences

This year's National Inclusion Week theme is **United For Inclusion**. By uniting to share learning, best practice, successes and challenges we can make everyday inclusion a reality.

Play your part by sharing your activities and experiences of this free workshop with Inclusive Employers on social media by tweeting us **@IncEmp** or tagging us on LinkedIn at **Inclusive Employers**. Don't forget to use our National Inclusion Week hashtags:

#NationalInclusionWeek2021

#NIW2021

#UnitedForInclusion

If you would like to learn more about National Inclusion Week or Inclusive Employers visit our website www.inclusiveemployers.co.uk



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Happy National Inclusion Week 2021!

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