

# United for Inclusion

A 50 minute workshop



Inclusive  
Employers



**National  
Inclusion Week**

**2021** 27 September –  
3 October

[#NationalInclusionWeek2021](#)

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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 50 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 50 minute session that is aimed at colleagues who already have a reasonable understanding of diversity and inclusion but want to challenge their thinking.

You can use this workshop on its own or with 'United for Inclusion: A 20 minute workshop' if you would like to expand your session. This workshop should be completed last.

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	
 <b>Flipchart</b>	 <b>Discussion</b>
 <b>Exercise</b>	 <b>Reflection</b>
 <b>Social media</b>	 <b>Supporting materials</b>

## Section 2 – advanced activities

### Activity 1.1

Time: 10 mins



Exercise



Reflection



Discussion

Consider how inclusive you think you are every day on a scale of 1-10, with 1 being, 'I have work to do to be inclusive' and 10 being, 'I have cracked it, I am super inclusive at all times'.

Ask each person to share their score and 1-3 reasons why they gave themselves this rating.



**Reason 1**

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**Reason 2**

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**Reason 3**

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## Activity 1.2

Time: 15 mins



Exercise



Discussion

Even if you scored 10 on the previous exercise, please have a think about and discuss how you could do more to help people in your organisation feel included. In pairs or small teams, ask the colleagues to complete the following table. There is an example included but encourage colleagues to use the table headings and come up with their own examples.

Objective	How can I be more inclusive?	How will I know if this is working
Example: Make it safe for people to be themselves at work	Don't make assumptions. Share what makes me different. Be interested in difference.	People will feel comfortable to talk about their differences and you will hear more ideas and experiences
Make it safe for people to be themselves at work		
Step in when I witness something inappropriate		
Everyone gets their voice heard in meetings		
Recognise the ideas and contribution of different people		
Nobody feels left out		

## Activity 1.3

Time: 15 mins



Exercise



Discussion

Unfortunately many people are made to feel excluded because of who they are: this can be at work or in public, and the exclusion may be overt or more subtle. Put each of the groups of people listed below on the whiteboard/screen and brainstorm all the reasons or circumstances where this group (or individuals from this group) may be or feel excluded.

**Lesbian, Gay & Bisexual people**

**Transgender and non-binary people**

**Disabled people**

**Religious people**

**Black, Asian or ethnic minority people**

## Activity 1.4

Time: 10 mins



Supporting materials



Exercise

Give each of the pairs or small teams one of the case studies. The pairs or teams should be able to put the knowledge and ideas learnt from the previous activities into practice. The team should read the case study and answer the following questions:

1. What examples of inclusion are there?
2. What examples of exclusion are there?
3. What would we do differently in this situation?
4. What would be the impact of behaving differently/taking a different approach?

### Case study A

You overhear colleagues making fun of someone in another team who they describe as 'on the spectrum'. There are other people around who do not join in, but are silent.

### Case study B

A younger female colleague who is the same level as you is consistently spoken over in meetings by one of your male colleagues.

### Case study C

Two people in your team arrange social events every few months, usually at a local bar. One of your colleagues does not attend, and you find out that it's because he isn't invited because the organisers assumed he is Muslim and doesn't drink.

### Case study D

You are hosting a large meeting. In the coffee break the Director of one of your largest partner organisations is talking to you and some of your colleagues about the budget and refers to your Finance Director, Laura, as 'a battle-axe'.

### Case study E

A new colleague has joined your team, a woman in her 40s. During her first meeting Louise is introducing herself and one of the longest-serving members of the team, trying to be friendly and welcoming asks, 'So Louise, tell us a bit about yourself, what does your husband do for example?'. Louise, who was initially animated, becomes quiet and awkward and answers that she lives with her girlfriend Annie. The whole group goes quiet.

## 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](http://www.inclusiveemployers.co.uk)



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**Happy National Inclusion Week 2021!**



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