How can our team collaborate in a more inclusive way?

Everyone can play a role in creating an inclusive, collaborative environment.

Laying the foundation

- ☐ *Agree to disagree:* Set norms for how you will work together, and respectful ways to call out one another's unproductive or disrespectful behaviours. It may be uncomfortable at first, but will soon become part of your regular collaborations.

Allocating tasks

- ☐ *Stay open minded:* For example, ask yourself "Why can't a new hire initiate something new?"

- ☐ *Rotate team tasks:* Mix up responsibility to signal that everyone's contribution matters, and anyone can take on any task.

Planning and consulting

- ☐ *Bounce an idea off someone unexpected:* You may uncover a new angle or consideration you have never thought of.

- ☐ *Throw out any assumptions:* The next time you find yourself thinking "She wouldn't be interested", or "They don't know anything about this topic", stop and ask.

Getting to know each other

- ☐ *Talk about more than work:* Engaging one another on non-work topics (while being sensitive to comfort levels) opens the door for everyone to bring all aspects of themselves to work, and strengthens connections in the team.

Having meetings

- ☐ *Apply a "no interruptions" rule:* And enforce it.

- ☐ *Consider accessibility:* Are there alternatives to everyone sitting around a table? Can text-heavy reports be produced in video or audio format for the sight-impaired?

- ☐ *Ensure contributions are recognized:* If someone tries to claim someone else's idea, call it out - e.g. "Yes, I liked Mohammed's point, and I'm glad you did too."

- ☐ *Ask people to weigh in, respectfully:* For example, ask: "Jean, you have experience with this—what are we missing? Is this the best course of action?"

☐ *Help everyone take part:* If you are leading, pay attention to who is getting most airtime and intervene as needed.

☐ *Ensure balanced participation:* If anyone dominates the conversation, speak with them privately afterwards, highlighting the value of hearing all perspectives.

☐ *Schedule meetings and events inclusively:* Select a venue where everyone can be comfortable (physically and value-wise), and timed to be within everyone's working hours.

Helping inclusion go viral

☐ *Check in on impact:* Every couple of months check in with one another on how your new "norms" are working (e.g. in terms of ability to resolve conflicts, innovation and creativity, full participation, sense of belonging, etc.) - and brainstorm ways to embed them further.

☐ *Pass it on:* Commit to championing your inclusive ways of working when collaborating with other teams, on committees, and with vendors and community members.

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