Inclusion Transformation
Toolkit Instructions

INCLUDE WITH Dr Liz

Creating an inclusive organization requires strategy and change management, inclusive practice across the employee lifecycle, as well as ways of working that require everyone in your organization to include the needs of all people in everything they do. This toolkit will equip you to evaluate an organization's approach to inclusion and strategically plan its transformation.

In the toolkit there are 38 cards outlining inclusive best practice with explainer videos to prompt evaluation, discussion, and action planning for inclusion transformation.

There is one card for each inclusion transformation lever. The bottom half of the card (in the white box) provides some things to think about in determining what you may need to take action on.

You can use this toolkit to:

- Evaluate the current state of inclusion across the organization's strategic approach to inclusion, ways of working, and the employee experience.

- Revise your existing inclusion strategy or develop your strategy from scratch

- Identify focus areas of improvement to add to your inclusion improvement action plan

- Facilitate strategy sessions with individuals and teams to gather their input and gain buy-in for inclusion transformation.

SOME TIPS FOR USE

- If using the cards with others, make sure they are clear on the purpose and how they should be using the toolkit and contributing to the process.

- Consider using the toolkit with the executive leadership team to develop their understanding of what inclusion really is, prioritize focus areas for improvement and gain buy-in with the assignment executive sponsors.

USING THE CARDS TO IDENTIFY FOCUS AREAS FOR INCLUSION TRANSFORMATION

1. Place the heading cards on the table from left to right (1) **Substantial opportunity for improvement**, (2) **Some opportunity for improvement**, (3) **We demonstrate best practice.**

2. Read each inclusion lever card, then watch the QR-code explainer video for more detail and context (if needed).

3. Rate the current state of the organization against the description on the card and place under the relevant heading card. Repeat until all cards have been reviewed and rated.

4. Once complete, collect the cards with the greatest opportunity for improvement and set the rest of the cards aside.

5. Flip the heading cards over to create the headings left to right (A) **Significant benefit or impact**, (B) **Some benefit or impact**, (C) **No benefit or impact.**

6. Using the stack of cards identified as having the greatest opportunity for improvement, one card at a time, determine the likely benefit or positive impact there would be if that change lever was addressed. Place under the relevant heading card. Repeat until all cards have been reviewed and rated.

7. The cards identified as having the most significant benefit or impact should be the priority to address in your inclusion transformation.