

Inclusive Action

Toolkit Instructions



Inclusive action is the things we do, the decisions we make, and the conditions we put in place to include and meet the needs of all people. This practical toolkit will equip you to make inclusive decisions and take inclusive action so everyone is included and thrives.

In the toolkit there are 41 cards with facts, questions, and explainer videos to prompt discussion, exploration, and inclusive action.

The card topics (in order) are:

1. Including the needs of all people
2. Being accountable
3. Access
4. Space
5. Opportunity
6. Allowance
7. Representation
8. Language
9. Respect
10. Support

Each topic has multiple cards which are each labeled Level 1, 2, or 3. The levels do not indicate complexity, rather the order to best develop your inclusive action knowledge and skill.

SOME TIPS FOR USE

- Decide how you will use the toolkit, communicate your intention with others, then commit to that by scheduling the time to follow through.
- When using the toolkit with others apply various facilitation methods to provide all people the opportunity (and confidence) to participate.
- Read the card, give the content some thought, then watch the QR-code explainer video for more context (if needed) before addressing the discussion or action prompt.

HOW TO USE THE CARDS

You can use this toolkit on your own or in a group with others; whether you are starting a new project, want to review a potential decision, or simply prepare yourself to be inclusive in every action you take. You can also either gradually work your way through the toolkit, or dedicate focused time with an inclusive action workshop.

Start at the Beginning

- Ensure the deck of cards are in numerical order (*hint: the cards are numbered on the top right of the card*)
- Complete each card one at a time making sure you work your way through the **Including the needs of all people** cards first, followed by the **Being Accountable** cards, before moving on to the rest of the cards in the toolkit.

Targeted Focus

- Select the card/s that are a priority to address
- Complete those cards first, then work your way through the rest of the toolkit

Pick Any Card

- Select a card at random to work on
- Then repeat

*Please let us know if you come up with other great ways to use the Inclusive Action Toolkit
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