

9 WAYS TO FOSTER INCLUSION AS A MANAGER

Create a climate where differences are explored and valued—even when it's uncomfortable

DO

Practice using gender-neutral language like “chairperson” and “they/their” pronouns



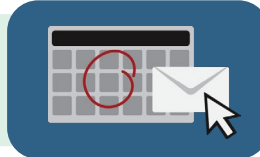
Talk to everyone on the same level



Invite team members at all levels to share ideas



Send meeting agendas well in advance so others have time to think about suggestions



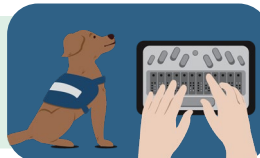
Rotate your meeting times to accommodate team members in different time zones



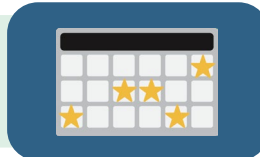
Explain that your “open door” policy includes emails or other written communication channels



Let your team know they can request reasonable accommodations



Ask your team to add holidays they celebrate to a group calendar and share their traditions



Encourage your team to take advantage of diversity and inclusion training opportunities, affinity groups, and resources



DON'T

Use gender-bias expressions like “man up”

Over explain or speak slowly to specific people

Keep project teams exclusive or homogeneous

Put people on the spot by asking for input without adequate time to process information

Set recurring meetings that are outside of normal working hours for some team members

Expect people to be comfortable speaking directly to you face-to-face

Wait for team members to come to you with requests for accommodation

Discourage talking about holidays, traditions, or beliefs that are different than your own

Forget to make time for diversity and inclusion activities for you and your team



VCU

Questions?

Want more help?



inclusive@vcu.edu



ucompliance@vcu.edu