Top Ten Tips to being Inclusive

1. **Remember the “Iceberg.”** Think of all the backgrounds and personal attributes that make up a truly diverse and inclusive work environment.

2. **Remember everyone plays a part in making our work environment welcoming, inclusive and diverse.** Be respectful and supportive of our colleague’s differences.

3. **Remember the difference between INTENT and IMPACT.** You may not intend to hurt or demean someone with a comment or joke, yet it may have that impact.

4. **Have the courage to speak up.** You don’t have to make a big deal of a situation when you witness someone behave in an insensitive way. Simply saying, “I’m sure you meant that to be funny but others may not think it is.” And if someone corrects a comment you make, be open to the feedback.

5. **Listen to all voices equally;** speak up if you suspect a colleague was left out or if a contribution they made was overlooked or misappropriated unfairly.

6. **Recognize that words have impact.** Consider your words before you voice them. Some words that we may use as shortcuts or slang may cause pain to others e.g. that’s so lame, don’t be gay.

7. **Have private conversations** if you are interested in learning about another colleague’s experience. Begin by telling them you have interest and would like to ask questions, and assure them they can choose what to answer. Consider both your INTENT and IMPACT, and if something you said appears to have a negative impact, simply acknowledging the misstep can go a long way in preserving your relationship.

8. **Avoid cultural generalizations.** We all learn inaccurate ideas or stereotypes through past experiences. Make every effort to avoid assumptions about groups. e.g. men make better leaders, younger employees are not loyal to their jobs.

9. **Consider what you would like to do to learn more and to make our workplace more inclusive.** Bring your ideas to any member of the Facilities Culture of Inclusion committee and if you want to learn more, consider the learning opportunities on page 2.

10. **The more you learn about other cultures and people, the more you will feel you don’t know. That’s okay.** Our ability to see “shades of gray” makes us better agents of cross-cultural understanding.
More Learning Opportunities

Register for training by visiting: inclusion.princeton.edu or putrain.learn.com

BUILDING CULTURAL COMPETENCY
Explore communication barriers and value differences inherent in intercultural workplaces, while gaining tips for improving cross-cultural communication skills and developing cultural empathy.

BUILDING TRUST IN THE WORKPLACE
Identify the personal and organizational effects of mistrust and explore the importance of sharing responsibilities for building trust in the workplace.

COMMUNICATING WITH OTHERS
Overcome communication barriers, interact effectively with others and discuss nonverbal communication.

DISABILITIES 101
Take a crash course in understanding both visible and hidden disabilities.

EMBRACING CHANGE
Effectively recognize, explore and commit to change.

LEVERAGING DIVERSITY: CHALLENGES AND OPPORTUNITIES (1 & 2)
Explore the practical and theoretical aspects of leading in a diverse and complex work environment.

MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM (MDCP)
A structured, holistic learning experience targeting key skills and competencies for managing effectively.

OUCH, THAT STEREOTYPE HURTS
Gain communication skills for success in today's diverse world and play a part in creating a fairer, more respectful workplace and society.

SUPPORTING LGBT STUDENTS, STAFF AND FACULTY
Explore ways to better support lesbian, gay, bisexual, and transgender students and colleagues.

THE POWER AND IMPACT OF THE UNCONSCIOUS BIAS AND MICRO MESSAGES TO EMPLOYEES
Understanding the challenge of unconscious bias is important in a diverse, rapidly changing and complex society.