The Inclusive Worker

SKILLS & STRENGTHS

- Teamwork
- Collaboration
- Creates a sense of safety and community
- Can see multiple perspectives
- Leadership
- Good Listening Skills

VALUES & BELIEFS

- Honoring other people's roles and responsibilities
- Everyone in the workplace is valuable
- Recognizing everyone's contributions
- Personal autonomy but also the opportunity to work in teams

INCLUSIVENESS IN THE WORKPLACE

SEE

Look for cues that others may wish to work alone

HEAR

Listen for colleague's words that express personal boundaries

DISCUSS

Ensure that everyone at the table has a chance to speak up and be heard

DO

Choose a partner for teamwork based on productivity and merit

ADJUST

Recognize when to prioritize your needs over others

www.randomactsofkindness.org/kindness-at-work-assessment