

How to be more inclusive in everyday life

Being inclusive is about valuing a wide variety of different people. It's especially important at work where organisations should provide equal opportunities for everyone, with a focus on those who might otherwise be excluded because they're a minority group.

Valuing diversity and being more inclusive will allow you to learn about different people and get a more rounded view of the world. At work, diversity creates opportunities for brilliant creativity and collaboration on exciting new ideas.

Here are some steps you can take to be more inclusive in everyday life, including at work.

1

Practice active listening

Listen carefully to what others around you are saying and the language they use. You'll start to pick up on words and phrases that reflect their feelings and culture to give you a better understanding of them.

2

Respect everyone's contributions

Everyone has a right to be heard and to share their opinion. Even when you disagree with someone, it's important to respect that it's their opinion. You can ask questions to further your understanding before you jump to conclusions.

3

Challenge stereotypes

The first place to start is you. Whether you like it or not, you'll have built up stereotypes of people who are different to you. Our stereotypes make quick judgements about people we meet which can be unhelpful. Start to recognise your own unhelpful thoughts, then you can start to challenge others too.

4

Don't assume

Start with a blank slate of information about everyone you meet. Try to avoid making assumptions about their gender, sexual orientation, ethnicity, and anything else that makes up their identity. Instead, ask questions and listen to them to find out who they really are.

5

Educate yourself

Make time to do some research online, read books, follow social media accounts or watch TV programmes to learn about people who are different from you. It'll improve your ability and confidence to be inclusive at work and in social settings.

6

Stay curious

Becoming more inclusive is a process and not something that can be achieved overnight. It's likely that you'll make mistakes on the way, but that's okay if your intention is right. Keep an open mind to learning and your understanding of others and your inclusive behaviour will keep improving.