

Job Crafting for Inclusion

This workbook will guide you through developing your own inclusion practice to help you achieve individualized inclusion goals through reflection, relationship building, and deliberate action.

Includer Thinking

Insider Or Outsider?



Inside Area: Includers feel belonging at work and are insiders. They usually are part of majority groups in their field or organization.

Outside Area: Outsiders are people who do not experience belonging in their organization. They usually are part of minority groups in society, their field, or organization.

Are you an insider, an outsider, or somewhere in between? Why?

How might others in your group place themselves in the inclusion landscape?

Insiders

Outsiders

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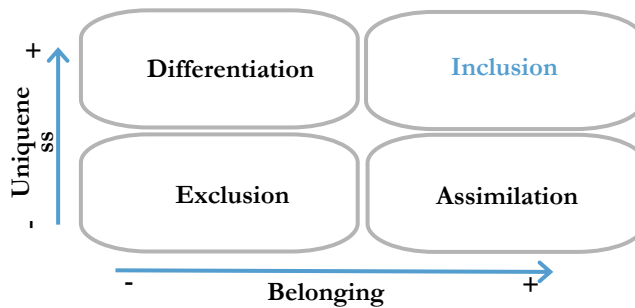
Includer Thinking

Uniqueness & Belonging

Inclusion Definition:

A person is included when:

- a) they are valued for their uniqueness, their authentic self and,
- b) they feel they belong to the group



How do you view your inclusion in the matrix?

How might others in your team view their inclusion? Consider each quadrant.

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Includer Thinking

Inclusion Vision & Mission

Create your vision for an ideal group where people can behave authentically, feel they truly belong, and are appreciated for their uniqueness.

DISCOVER: Describe a time when you were part of a collaborative team that brought out the best in you and made you feel like you truly belonged.

DREAM: Share your dreams and aspirations for a workplace where every person feels belonging and can behave authentically.

DESIGN: What does the ideal scenario look like where all people feel a deep sense of belonging in their workplace?

DELIVER: What are a few things you might do to make your workplace a culture of belonging with more inclusion?

MISSION STATEMENT: Write your personal mission statement reflecting the value you place on inclusion.

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Inclusion Reflection

Authenticity

What strengths do you have that can help you be a better includer?

How do your core values support your desire to become an includer?

How does your role as an includer give your life purpose and meaning?

How can you initiate meaningful and humble conversations asking teammates what they need to feel included?

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Inclusion Reflection

Rewarding Experiences & Motivation

Think about a time when you included an outsider at work. What motivated you? How did you feel? What impact did it have?

Describe a time when you or someone else demonstrated **openness** to an outsider at work.

Describe a time when you or someone else demonstrated **humility** to an outsider at work.

Describe a time when you or someone else demonstrated **respect** to an outsider at work.

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Includer Actions

Who will you include?

Write the names of the people with whom you have the strongest and weakest relationships through your job and signal if they are outsiders and insiders.

	Strong Relationship	Weak Relationship	
			Insider
			Outsider

Interests: How do you share your interests with others and learn about their interests?

Casual Interactions: How can you incorporate more casual and informal conversations into workplace relationships?

Safety to Take Risks: How can you ensure team members feel safe to ask questions and make mistakes?

Feeling Heard: How can you better show team members that you hear and value their contributions?

Mentorship: Is there someone at work you can offer to mentor? How might you create this relationship?

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Includer Actions

How will you include?

Direct Acknowledgment: How can you[directly acknowledge different experiences in your workplace?

Support & Affirmations: How can you provide more direct support and affirmations? When and how frequently?

Invite to Speak/Contribute: Who can you invite to contribute to discussions or speak at events?

Meaningful Follow-Up: Describe a scenario where you can follow up meaningfully with a colleague.

Visual Signals: What visual signals can you display to show your commitment to inclusion?

Activities: What celebrations or activities can you participate in or initiate to support inclusion?

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Includer Notes