

INCLUSIFY

*Inclusify together while working apart.
Please discuss the cards in this deck and
come up with solutions to Break Bias and
Inclusify your remote team.*



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[InclusifyBook.com](https://www.InclusifyBook.com)

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What has your world been like since you started working remotely during the Covid-19 Crisis? What things have been more difficult than you thought? What are some surprising benefits you have found?



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Since you have been home, what identities feel most salient to you? Has Covid-19 affected you in different ways because of your race, gender, national origin, age, ability, or parental status?



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What are your greatest fears or concerns about the Covid-19 crisis? Are there ways that the organization can allay those fears? What other emotions are you experiencing beyond fear?



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What elements of working remotely can be maintained after you return to work to allow team members greater flexibility in their jobs?



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What are the way biases might affect us while we are working remotely? How can we fix them?



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Do any members of your team have different access or ability to get their work done including internet access, computer technology, time, and space? What is one thing that could help you do your job more effectively at this time? Can anyone help?



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How can you ensure that all people contribute during meetings while we are working remotely? What is going well and what can be improved?



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What are the good (high visibility, promotable tasks) and bad tasks we have right now? How can we ensure that good and bad tasks are distributed more fairly on your team during this time?



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What makes you feel included? How can we get more people involved in creating inclusive behaviors while we are working remotely?



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What mentoring and sponsorship efforts were you engaging in before the Covid-19 crisis? Are there ways to continue those or create new relationships?



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How can you celebrate diversity and inclusion while working remotely?



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Do you feel like your aspirations for promotions and development have been hampered by Covid-19? Are there ways you can stay on track? What about others if your group?



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Are there ways you could be more transparent in your decisions during this time? Do team members feel they have enough information? Can we change the ways information is shared?



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How do you ensure that all employees know that they are essential members of the team while working remotely?



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Are there ways you can empower
your employees to make more
decisions while working remotely?



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Think of a time when you really felt like you belonged. What were the key ingredients? Can you add any of those elements to our team while we are working remotely?



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How can you socialize with coworkers during this time? Are there small changes you could use to make those more inclusive?



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What are signs of bullying in a remote working environment? How can we ensure this does not happen on our team? How can we encourage bystanders to step in?



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What is one thing that you can look forward to and plan for in relation to your team? What will you do when it is time to return to the office?



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What is one thing you learned from this discussion and one thing you can do differently as a result?



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