

CHECKLIST:

Diagnosing Support Needed to Achieve an Inclusive Environment

This checklist serves as a diagnostic tool to assess the current state of inclusivity within your organisation and pinpoint where support is most needed. It guides leaders to identify gaps, prioritise actions, and gather data to inform decision-making. The checklist emphasises leadership accountability, policy review, resource allocation, and the importance of communication and education. Ultimately, the goal is to cultivate a continuous process of improvement, ensuring the development of a truly inclusive workplace environment where everyone feels valued, respected, and empowered to reach their full potential.

Leadership Commitment	
	Does leadership publicly express a commitment to diversity, equity, and inclusion (DEI)?
	Is there a clear vision and strategy for achieving an inclusive workplace?
	Are there diversity targets and goals in place?
	Are leaders held accountable for creating an inclusive environment?
Accountability and Measurement	
	Is there a process for tracking progress on DEI initiatives?
	Is there data collected on the demographics of the workforce?
	Are there regular audits or assessments of the workplace climate?
	Are employee surveys conducted to measure employee perceptions of inclusion?
Policies and Procedures	
	Are there anti-discrimination and anti-harassment policies in place?
	Are there clear procedures for reporting discrimination and harassment?
	Are there policies that promote inclusion, such as policies on flexible work arrangements, parental leave, and unconscious bias training?
	Are policies and procedures regularly reviewed and updated?
Resources	
	Is there sufficient budget allocated to DEI initiatives?
	Are there dedicated DEI staff members?
	Are there resources available for employees to learn about diversity and inclusion, such as training programs and employee resource groups (ERGs)?
	Is there a mentoring or sponsorship program in place to support underrepresented employees?
Communication and Education	
	Is there a clear communication strategy for DEI initiatives?
	Are employees regularly informed about DEI efforts?
	Is there foundational diversity and inclusion training offered to all employees?
	Are there opportunities for employees to learn about different cultures and backgrounds?
Culture and Climate	
	Do employees feel comfortable reporting discrimination or harassment?
	Do employees feel like they can be themselves at work?
	Is there a culture of respect for all employees?
	Do employees feel like they have a sense of belonging?

By reviewing this checklist, HR and DEI experts can identify areas where support is needed to create a more inclusive workplace environment.

Additional Notes:

- This is not an exhaustive checklist, and additional factors may need to be considered depending on the specific workplace.
- It is important to involve employees in the process of diagnosing support needs and developing solutions.

Instructions for Leaders/Managers:

What to Do After Completing the Checklist

1. Analyse Your Results:

- Go Section by Section: Carefully review each section of the checklist, paying close attention to any "No" responses and areas where you hesitated before marking "Yes."
- Identify Priority Areas: These are the sections or specific questions where improvement is most urgently needed. They'll form the foundation of your action plan (see Step #3).

2. Consult with a DEI Expert:

- Schedule a Meeting: Contact your HR department or a DEI consultant if your organisation has access to one.
- Share Your Checklist: Discuss your completed checklist, highlighting your identified priority areas.
- Collaborate: Work with the DEI expert to develop tailored strategies that address your workplace's unique needs. This ensures your plan is effective and sustainable.

3. Develop Your Action Plan:

- Set SMART Goals: In collaboration with the DEI expert, outline Specific, Measurable, Achievable, Relevant, and Time-bound goals for each priority area you identified.
- Create Implementation Stages: Break down larger goals into actionable steps, specifying who is responsible for each step and a timeline for completion.
- Secure Resources: Discuss budget, staffing, and other resources needed with HR or your DEI consultant. Ensure your action plan has the necessary support for success.

4. Communicate & Engage Your Team:

- Lead by Example: Demonstrate your commitment to DEI by actively participating in training, leading discussions, and addressing any issues promptly.
- Be Transparent: Share your action plan with your team, highlighting the specific changes being made and how they will create a more inclusive environment.
- Encourage Feedback: Create open channels for employees to provide input, ask questions, and voice concerns.

5. Monitor, Adjust, and Evolve:

- Regular Progress Checks: Regularly review your action plan and progress towards your DEI goals.
- Collect Feedback: Conduct surveys and gather employee input to gauge the impact of your initiatives.
- Maintain Flexibility: Be prepared to adapt your plans based on feedback and evolving needs.

Remember: An inclusive workplace is an ongoing journey. By committing to this process, collaborating with experts, and continuously improving, you'll cultivate a workplace where everyone feels valued, respected, and empowered to reach their full potential.

Get in touch if you need any additional guidance or support materials!

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