

CREATING AN INCLUSIVE WORKPLACE



A STEP-BY-STEP GUIDE

RW3 culturewizard™
GLOBAL INCLUSION EXPERTS

Creating an inclusive workplace takes focused effort over time, and requires more than just a mindset.



Inclusion is a path that calls for specific steps.

This can happen under the leadership of an in-house DEI expert, or outsourced DEI consultants who can help with things like data gathering and benchmarking, inclusive policy-making, inclusion trainings, and follow-up assessments.

This step-by-step guide to building an inclusive workplace culture outlines 9 steps:



We recommend focusing on one at a time, making sure to be deliberate in your efforts at every milestone along the way to inclusion.



STEP 1

INITIAL ASSESSMENT

Start by assessing your current workplace culture. Use data gathered from anonymous employee surveys and confidential focus groups to create clear benchmarks that indicate where your organization currently stands.

First, identify gaps and goals. Then, **outline a detailed plan that includes elements like DEI-focused policies and practices**, and inclusion trainings for leaders and team members.





STEP 2

INCLUSIVE LEADERSHIP

Inclusive leadership is a foundational step to creating the right work culture. It's important to learn how to manage and build connection among diverse team members. **The more diverse your team, the more you'll need to focus on making sure everyone feels valued**—regardless of background, identity, and learning or working styles.



There are trainings that focus solely on this vital skill set for leaders. For some tips and best practices, you can also read our articles, **[Inclusive Leadership in Action](#)** and **[Creating Psychological Safety in the Workplace](#)**.



STEP 3

INCLUSION TRAININGS

Leaders aren't the only ones responsible for elevating inclusion at work—everyone on the team plays a role!

To foster true inclusion, it's important to **encourage a unified mindset among all team members** through practices such as group agreements, teachings on allyship, and tools for overcoming unconscious bias. Training programs for employees can help navigate the complexities of these topics, and foster a team-wide inclusive mindset.





STEP 4

INCLUSIVE JOB POSTS

Once you've established new protocol with your current team, the next step is to **draw diverse talent to your organization.**

This starts with writing inclusive job posts: practices like using **gender-neutral language** and adjectives that apply to different personality types, and listing only **the most relevant qualifications** for a position.



If you don't have an in-house DEI lead, targeted inclusion trainings can often help your HR team and other staff members learn how to write job descriptions to draw the most diverse and qualified candidates.



STEP 5

INCLUSIVE HIRING

Once you've mastered inclusive job posts, it's important to also implement inclusive hiring policies. DEI-informed hiring includes practices such as blind resume reviews and a diverse hiring panel, among others.



It's important to understand all elements of inclusive hiring, either through research or trainings specifically focused on this topic. For more tips, you can also take a look at our article, **[10 Best Practices for More Inclusive Hiring](#)**.

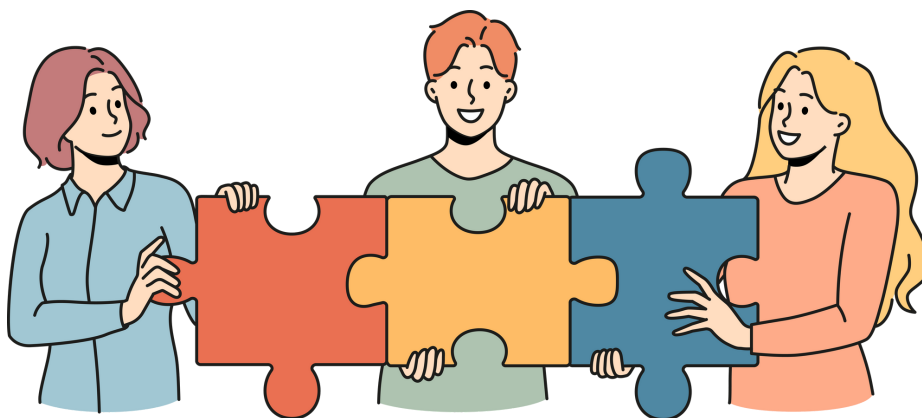


STEP 6

FOCUSED ONBOARDING

With new hires, you can foster a sense of belonging from the start. **Be intentional with your onboarding practices**, making sure that all team members feel appreciated and connected.

For example, you can pair new employees with mentors, and offer regular 1:1 check-ins with new employees for the first weeks or months, so that they truly feel like part of the team.





STEP 7

EMPLOYEE FEEDBACK

Remember the data you gathered in Step 1? It's time to circle back! Now that you've taken strides towards greater inclusion, **reassess where you are** by conducting more employee surveys, and **note any differences that have taken place**. If your organization has confidential listening circles, you can consider using those as well.

It's best to have a DEI expert lead focus groups to ensure the right environment, and to effectively mine new data for meaning and next steps.





STEP 8

KPIs & GOALS

With this new data, you can now **identify updated needs and goals, and establish clear KPIs**. If you find that you're unable fill all the gaps on your own, you can turn to resources such as outsourced DEI consultants and company-wide trainings for extra support.

After outlining your new DEI strategy, it's best to incorporate it into company documents, and distribute it to your team for transparency. This can help elevate the culture of inclusion and boost team morale.





STEP 9

CONTINUED FOLLOW-UP

Maintaining inclusion in the workplace requires regular reassessment. Is your team diverse in background, identity, gender, abilities, and learning/working styles? Do you have inclusive policies in place at every level, from hiring to retention?

Does everyone in the company feel a sense of belonging and value?



Continue check-ins to gather new data, and continue to assess benchmarks to make sure you're moving in the right direction.

Fostering an inclusive workplace is an ongoing process.

Taking steps towards this goal will improve your team's morale and **elevate your organization's level of success.**



ABOUT RW3 CULTUREWIZARD

Today's workforce faces a complex world where people work across distances—often remotely—with others who have diverse cultural values, styles, and behaviors. RW3 CultureWizard prepares them to excel in that world. Since 2001, we have helped our clients to create inclusive work environments, and to prepare their people to be productive, effective, and engaged no matter where they are.

Drawing upon real-world scenarios, we customize immediately actionable, tactical business applications. We also provide the most comprehensive digital library of global skill-building tools, integrated on-demand courses, assessments, learning games, and live programs guided by instructors both virtually and in-person.

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