

# Building an Inclusive Workplace

## A Practical Guide to Digital & Physical Accessibility

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### Slide 2: Not Just Legal

- **Slide Content:** Inclusivity benefits everyone and improves teamwork. Understand user perspective, like screen readers. Small changes lead to powerful improvements.
- **Speaker Notes:** Accessibility isn't just a legal requirement; it's a fundamental aspect of creating a productive and positive workplace for everyone. When we prioritize accessibility, we're not just checking a box, we're empowering our colleagues and making our teams stronger. By understanding how someone who uses a screen reader interacts with a document, for example, we can make small adjustments that have a powerful impact.

### Slide 3: The GPS for Your Document

- **Slide Content:** Creates a navigable structure for screen readers. Use built-in Heading Styles in all applications. Avoid making 'fake' headings by bolding text.
- **Speaker Notes:** Think of headings as a GPS for your document. For a screen reader user, navigating a document without proper headings is like driving with no road signs. Using the built-in heading styles in applications like Google Docs, Microsoft Word, or presentation software creates a logical structure that screen readers can follow, allowing users to jump between sections easily.

### Slide 4: Describing Your Visuals

- **Slide Content:** Alternative text is a description of an image. Screen readers read this description aloud. Be descriptive and concise in your alt text.
- **Speaker Notes:** Alternative text, or "alt text," is a brief description of an image that a screen reader reads aloud. It's crucial for conveying the meaning of an image to someone who can't see it. The key is to be descriptive but concise, so the user gets the essential information without being overwhelmed.

### Slide 5: Clear Links, Clear Paths

- **Slide Content:** Vague link text confuses screen reader users. Write descriptive link text for clarity. Example: "View company policies" is better.
- **Speaker Notes:** Link text like "click here" or "learn more" can be confusing for screen reader users because it doesn't provide any context. When they tab through a document,

they hear a list of links without the surrounding text. Instead, write descriptive link text that clearly tells the user where the link will take them, such as "View company policies" or "Download the annual report."

## Slide 6: Beyond the Screen

- **Slide Content:** Emails need sufficient color contrast for readability. Use verbal descriptions in meetings and presentations. Announce yourself when entering a shared space.
- **Speaker Notes:** Accessibility goes beyond our digital documents. In our daily interactions, we can make simple changes. For example, ensuring sufficient color contrast in emails and presentations makes them readable for people with low vision. When giving a presentation, verbally describe any visuals. If you enter a room where people with visual impairments are present, it's helpful to announce who you are. These small acts create a more inclusive environment.

## Slide 7: Measuring Our Impact

- **Slide Content:** Improved employee morale and productivity. Attract a wider talent pool. Enhance your brand reputation. Reduce legal risks and costs.
- **Speaker Notes:** Investing in accessibility has a ripple effect. It's been shown to improve employee morale and productivity by making everyone feel valued and included. It also helps us attract and retain a wider talent pool. On the business side, it enhances our brand reputation and can significantly reduce legal risks and costs associated with non-compliance.

## Slide 8: Key Takeaways

- **Slide Content:** Use headings for clear document structure. Provide descriptive alt text for all images. Write descriptive link text for clarity. Employ accessible communication practices.
- **Speaker Notes:** Let's recap the key points. Remember to use headings to structure your documents, add descriptive alt text to all images, write clear and descriptive link text, and practice accessible communication in all your interactions.

## Slide 9: Let's Keep Learning

- **Slide Content:** Continue learning about accessibility best practices. Explore WebAIM for comprehensive web accessibility. Utilize Microsoft Accessibility Checker in Office apps. Discover Google Accessibility Features and guides.
- **Speaker Notes:** Accessibility is a journey, not a destination. There are many resources available to help you continue learning. I've listed a few great ones here, like WebAIM, the Microsoft Accessibility Checker, and Google's accessibility guides.

## Slide 10: Q&A Time

- **Slide Content:** Time for your questions and feedback. Open the floor for a discussion. Share your thoughts on accessibility. Let's discuss further improvements.
- **Speaker Notes:** I'll open the floor for any questions or feedback. I'm also interested to hear your thoughts on accessibility and any improvements you'd like to discuss further.