

Inclusive Planning

Creating An Inclusive Environment For Programmes

Why is this important?

Divergent thinking is a core component of innovation. The more perspectives you have in the room means a greater variety of experience and insight. A core component of innovation is [psychological safety](#), which only comes with inclusion. To diversify participation in your programmes, your programme needs to feel welcoming to diverse groups and foster a sense of belonging for all.

Below are some simple actions you can take to help make a programme more inclusive.

Inclusive Design

To attract and retain diverse teams and communities, you must start with an inclusive culture. In an inclusive culture, everyone feels welcome, safe to contribute fully, with equal access and opportunities for success. Use your [Partnership Diversity Strategy](#) for Programmes to help bring any programme stakeholders on board with this goal.

1. Plan ahead for the needs of the cohort.

Why

Being aware ahead of time will help you accommodate any needs which may disrupt the flow of the programme if not planned for. Everyone in the programme should have a seamless experience to help them feel like they belong there.

How

- In your pre-program survey, make sure and establish what sort of demographic information you're collecting. Some examples might be
 - ❑ Dietary Needs
 - ❑ Accessibility Needs
 - ❑ Pronoun Preferences
 - ❑ Other

Note! This information should be optional addition and you should let people know what the minimum amount of time for additional accessibility requests should be (eg. one week before the programme).

2. Make sure your supporting teams are up to speed with inclusion best practices

Why

Inclusion is ultimately made up of the small inclusive interaction each participant experiences over time when part taking in your programme. Ensuring inclusion is systematically ingrained into how your broader hub operates is the key to legitimising your claim to be an inclusive space.

How

- Ensure you give your events team the [Inclusive Planning Checklist](#) for full inclusion programme.

3. Make Inclusion a core value

Why

Making this explicit commitment to inclusion invites greater collective effort, ownership, experimentation and unique solutions for tech hubs.

How

- Be sure to provide guidance to your speakers, presenters and facilitators to ensure that your content is created with an inclusive lens.
- Craft your elevator speech with mention of inclusion values, for communicating to candidates, staff and partners

Consider Timing

Why

The timing of a programme can make a big difference to people who are parents, caregivers, currently working or commuting.

How

- Consider the demographics of your programme and build the programme around facilitating their needs (i.e. working parents might prefer an early start, early finish)
- Respect schedules by finishing on time.
- Make sure you're aware of holidays outside of the default calendar in your ecosystem, you can check international holidays using [this tool](#).

4. Incorporate design thinking as a core piece of your decision-making process

Why

It helps facilitate inclusive decision making because it accounts for unique, complex ideas and many ways of contributing.

How

- Invite different levels of engagement and feedback from your team and participants
- Use Sticky Note whiteboarding sessions at workshops

5. Hold people accountable

Why

Accountability legitimises your claim that you care about creating an inclusive space. It also creates an environment where people feel comfortable to report any incidents that violate the code of conduct.

How

- Your goals should be clearly assigned to individuals or teams who are responsible for their achievement
 - ☐ Have the programmes team received [Inclusion & Sensitivity Training](#)?
 - ☐ Do they know what to do if someone comes to them with a complaint?
 - ☐ Who is responsible for responding to reports?
- Use your Code of Conduct to ensure that all your programme participants acknowledge and respect your inclusion values and expectations in language and behaviour.

Create it

- Head to the [Code of Conduct](#) section on inclusivehubs.com for more information about how to create a Code of Conduct.

Post it

- Clearly list it or link to it on any online resources (registration, onboarding materials)
- Post clearly on a large board in your space.

Live it

- Discuss it at onboarding and let attendees know where they can report any violations.

6. Include D&I in your follow-up

Why

Assigning measurement metrics to the attendee experience can help you better understand how effective your inclusion efforts were.

How

- Include questions about belonging in your follow up survey follow-up surveys. Take some examples for the [Survey Monkey Inclusion Review Survey](#).
- Make a note of the diverse participants within your programme and ask for referrals for the next cohort to help you reach a more diverse audience.

Inclusive Content

Why

Representation is equally important in the media content you send out to potential applicants, as well as the content you deliver throughout your programmes.

How

1. Encourage speakers to do the same and to keep in mind the full breadth of inclusion when developing their presentations.