

How to create belonging moments for each other

You can help cultivate a more inclusive culture where your employees can be their authentic selves and transform themselves, the company and the world. Below are some ideas on how you can create belonging moments.

Start a conversation

Reach out to someone you don't usually talk to - such as a new hire, someone from another team, or someone younger/older - for a walk, coffee or lunch.

Value contributions

Call out accomplishments. Recognize people all year for performance. Thank people for contributions that aren't always visible.

Empower others

Empower the quiet voice, facilitate to include everyone's voice. Find alternative ways for people to share ideas during and after meetings. Bring quieter colleagues into conversations.

Be open and constructive

Attack problems – not people – and make feedback constructive. Ask things like, “How can I make you more effective? How can we help our team be more effective?”

Listen actively

Invite diverse perspectives; ask “Are there other ideas?” Step forward or back as appropriate in meetings; 2 or 3 people should not dominate every discussion. Be inclusive of all – especially people participating remotely.

Be accessible

Hear from everyone on your team regularly, especially on important issues. Foster open communication and encourage different ways for people to raise questions or ideas.

Respect people's time

Send agendas in advance of meetings. Vary the time for distributed teams. Don't make same-day cancellations including teams on other continents.

Vary activities

Rotate who plans and chooses team activities. Try something new. Be sensitive to different interests and values, e.g. if alcohol is served, offer other options as well.

Initiate career conversations

Ask people what they want and how you can help. Mentor colleagues who are earlier in their careers. Help colleagues develop their personal brands.

Recognize you're still learning

Seek feedback. Ask those around you to alert you when you do or say things that may slight or exclude others. Be curious.

Share inclusion stories

Share your diversity and inclusion ah-ha moments; help people understand positive changes they can make.

Design interactions for inclusion

Design team meetings to encourage participation and inclusion. Try round robin input, a silent brainstorm by post-it, or a dotting exercise to prioritize.

Respect Flexibility

Model life balance, respect each person's passion and commitments outside work.

Improve cultural awareness

Ask questions, show interest, and learn about different cultures.