IO5-Inclusive Leadership Self-Assessment Tool

Xtended Reality Leadership for Xtra-ordinary Leaders (XRL)

Inclusive Leadership Self-Assessment Introduction

According to Harvard Business Review: *'We find that what leaders say and do makes up to a 70% difference as to whether an individual reports feeling included. And this really matters because the more people feel included, the more they speak up, go the extra mile, and collaborate — all of which ultimately lifts organizational performance.'*- *Juliet Bourke and Andrea Titus, March 2020.*

This Inclusive Leadership Tool is designed to help new leaders consider practical ways they can use their leadership position to create more inclusive workplaces.

Part 1: contains a self-assessment to assist those new to leadership assess where they, and their organisation are now in terms of inclusion and diversity practices.

Part 2: contains an 'Inclusion & Diversity Action Plan and Progress Sheet' to log activities and actions that will create more inclusive teams and workplaces/ organisations.

This Inclusive Leadership Self-Assessment Tool can be used on its own or as a complimentary activity to IO3-The XRL Inclusive Leadership AR/VR Workshop.

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Part 1: Self-Assessment for Leaders

Read each statement and decide which actions/ activities/ behaviours you currently do or have in place now. As you go through each statement think about any ideas/actions/activities you could start implementing for your organisation and any behaviours your want to personally develop. Use these ideas for your action plan in part 2.

Place an "x" in the box to indicate your progress in reaching the goal.

Planning		Where am I now?		Destination	
Do I:		Have I:		I have/ my organisation has:	
show a visible commitment to inclusion & diversity?	☐	made a personal commitment to be inclusive and embrace diversity?	☐	committed to being inclusive and actively embrace diversity, I can articulate my authentic commitment to diversity, I challenge the status quo, hold others accountable, and make diversity and inclusion a personal priority?	☐
				spent time and energy to learn about the qualities and attributes of the various groups in my organisation?	☐
have an official definition and shared understanding of diversity, inclusion, and cultural competence?	☐	created a definition of what diversity, inclusion, and cultural competence means within the context of our organisation?	☐	created an official definition and shared understanding of diversity, inclusion, and cultural competence?	☐
make diversity and inclusion a core value and goal for me and my organisation and ensure they are tied to the business/ organisational objectives and strategic goals?	☐	included diversity/inclusion goals and deliverables in our organisations strategic plan?	☐	created and am implementing a diversity/inclusion plan with clear goals and benchmarks?	☐
have a diversity, inclusion, and non-discrimination policy in my organisation?	☐	ensured my organisation has established diversity/inclusion policies and procedures that include expected behaviours?	☐	gained compliance by staff/employees for our diversity/inclusion policies and procedures?	☐
		ensured vacancies are advertised through a wide range of channels to attract a wide range of applicants.	☐	recruited and/or hired individuals from diverse backgrounds (race/ ethnicity, disability, sexual orientation, and so forth) whose knowledge and values promote diversity and inclusion in the workplace?	☐
		arranged for demographic data of our employees, groups (age, sex, race/ethnicity etc.) to be collected?	☐	reports detailing demographic data of our staff/ groups?	☐

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ensure those in my team or organisation have an up-to-date awareness about matters relating to inclusion and diversity?	☐	ensured there is regular training and awareness about matters relating to inclusion and diversity?	☐	provided a diversity and inclusion training and awareness session for all staff?	☐
		set up communication channels to support the flow of information relating to inclusion and diversity?	☐	produced an e-learning course or digital resource on inclusion and diversity that is part of the induction process?	☐
				set up an internal communication channel e.g., Slack where everyone can share issues and information relating to inclusion and diversity?	☐
have a good awareness of bias and take steps to address my bias's?	☐	attended training or an awareness session that covers the difference between difference between implicit bias and explicit bias and the fundamental process of social categorisation and its influence on thoughts, feelings, and behaviour?	☐	demonstrated an awareness of personal blind spots, as well as flaws in the system, and work hard to ensure a meritocracy?	☐
have a nominated diversity/inclusion individual or committee responsible for ensuring the organisation is reaching out to diverse communities?	☐	created a diversity/inclusion advisory committee that reports directly to the organisation's senior management?	☐	an individual inclusion and diversity champion or advisory committee.	☐
		implemented specific programs and outreach initiatives that target diverse employees for our organization?	☐	adapted programs and activities to reflect cultural differences?	☐
keep track of upcoming key religious days and observances?	☐	researched key religious and cultural dates?	☐	added key religious and cultural dates to my calendar and company intranet/ internal communication systems?	☐
		done activities such as sent out a survey to better understand different holidays and how employees would like to be supported and support one another during them?	☐	avoided scheduling all-company events and meetings on major holiday dates, and offer flexibility around scheduling meetings to accommodate people's religious celebrations?	☐
demonstrate empathy and advocate reasonable adjustments in the workplace for those with disabilities, or physical or mental health conditions?	☐	researched 'reasonable adjustments' to make sure workers with disabilities, or physical or mental health conditions, are not substantially disadvantaged when doing their jobs?	☐	implemented 'reasonable adjustments' for workers with disabilities, or physical or mental health conditions to help them thrive in the workplace?	☐

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Part 2: Inclusion & Diversity Action Plan and Progress Sheet

Identified goals/ Activities	Action Steps	Priority (H-High, M=Medium, L=Low)	What support can I get?	Start date	Target completion date	Status

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