Toolkit

Microbehaviours, Microaggressions, and Stereotyping.

subscribetoinclusion.com

hello@subscribetoinclusion.com

SUBSCRIBE TO

INCLUSION

Guidelines

Welcome to your Microbehaviours, Microaggressions, and Stereotyping Toolkit.

What is a Toolkit?
A set of practical activities and conversation starters to facilitate with your team to keep important topics on the agenda.

How many colleagues could you train at one time?
Ideally groups of 2 - 15 learners, although many activities can be adapted for one-to-ones too.

When can you run the session?
As part of formal training session, during a team meeting, induction, or one-to-one development.

Where can you hold the training?
Online using a platform that has breakout room capability, in a training room, in the office, or on-the-job.

Who could attend these sessions?
Content is suitable for use with colleagues from any function or level, including new starters.

How long do I need?
Activities are typically 20-60 minutes duration.

Can I customise the content?
You can easily relate the learning to your own organisation's policies, processes, and guidance, as appropriate. An action planning sheet has been included to help learners record at least three role-specific actions at the end of every session.

Preparation

Before running a session...

Prepare:

- Familiarise with the session's objectives, topics, and materials. Ensure you understand the learning outcomes and feel comfortable to guide the discussion.
- Collect any necessary materials, such as slides, handouts, or video content or tech.
- Consider potential questions that might arise during the session and digest the supporting information included in the toolkit.

Communicate:

- Reach out ahead of the session to let your team know what topics you intend to discuss, giving them an opportunity to ask questions or share any concerns.
- Optionally you can share the activity links with people beforehand so they can familiarise with the topic ahead of time.

Position:

- Ensure all participants know the role they play in creating a ‘safe space’ (respectful, non-judgmental and confidential) for everyone to share thoughts and feelings and to learn together.
- Create an opportunity for individuals to reach out following the session to ask questions or share thoughts privately if preferred.

ACTIVITY #1
Strangers on a Train

SHARE

Follow the instructions on the next page →

Instructions

15-20 min activity

Share the activity link and let's get started...

The following Strangers on a Train activity will shed light on the impact of our choices and decision-making processes. The choices we make are influenced by various factors, including personal experiences, biases, and assumptions. Talk through these step-by-step instructions before circulating the link to the activity:

1. Circulate the Strangers on a Train link and instruct participants to spend a few minutes reading the descriptions and making a decision.

2. Ask participants to find a partner to discuss their chosen option and their reasoning.

3. Bring the group back together and invite some volunteers to share their thoughts. Refer to the discussion notes (on page 6).

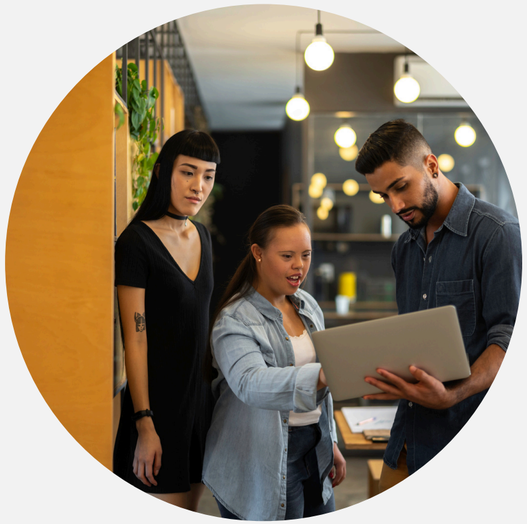
Discussion Notes

Following the Activity...

Once the group have shared their chosen options from the ‘Strangers on the Train’ activity, lead a discussion by highlighting that choices are influenced by diverse factors, such as personal history, preconceptions, and biases.

Draw parallels between the train journey and workplace scenarios. Explain that while choices on a train might have limited impact, choices in the workplace can lead to exclusion and its unintended consequences.

Stress that exclusion often happens unintentionally, but it can still have a significant impact on others.



ACTIVITY #2
Exploring Microbehaviours

SHARE

Follow the instructions on the next page →

Instructions

20-30 min activity

Share the activity link and let's get started...

This session will focus on microbehaviours; tiny, often unconscious gestures, facial expressions, postures, words, and tone of voice which can influence how included (or not included) the people around us feel. Talk through these step-by-step instructions before circulating the link to the activity:

1

Arrange group into pairs and circulate the Microbehaviours Quiz.

Allow up to 10 minutes for them to discuss the impact of such behaviours.

(The link and the QR code can be found on page 7.)

2

In their discussion, ask them to consider which behaviours:

- they have observed.
- they have been on the receiving end of.
- they have perpetrated.

3

Bring the group back together and explain that in a 10-minute conversation, there might be 50 micro-messages transmitted between two people; psychologists call these positive and negative microbehaviours.

ACTIVITY #3
Unpacking Microbehaviours

SHARE

Follow the instructions on the next page →

Instructions

20-30 min activity

Share the activity link and let's get started...

This session will focus on microaggressions and how they manifest in our daily interactions. Talk through these step-by-step instructions before circulating the link to the activity:

1

Facilitate a discussion on what microaggressions are and how they manifest in our daily interactions.

Microaggressions are subtle expressions of bias that can be unintentional but still harmful. They happen in everyday interactions and can make people feel excluded or hurt.

2

Read through the examples of different types of microaggressions related to race, gender, age and disability on the activity link on page 9.

Divide participants into small groups and instruct them to brainstorm other microaggressions they have encountered or witnessed in the workplace or daily life, discussing how they might feel if they were on the receiving end of these microaggressions.

3

After 10 minutes, bring the groups back together and encourage participants to share their insights with the larger group.

Facilitate a discussion on the impact of microaggressions on individuals and teams, highlighting their negative effects on psychological safety, trust, and team dynamics.

Refer to the discussion notes on page 11.

Answers

Bonus Question

Facilitate a discussion on the impact of microaggressions on individuals and teams, highlighting their negative effects on psychological safety, trust, and team dynamics – they can lead to increased stress, anxiety, and feelings of alienation among those targeted.

Key learning points to emphasise:

- Encourage participants to be vigilant about recognising microaggressions in their own behaviour and the behaviour of others.
- Emphasise that raising awareness is the first step toward creating a more inclusive and respectful environment.
- Highlight the significant impact of microaggressions on individuals' well-being and overall team dynamics.
- Help participants understand that these seemingly small actions can have a profound and cumulative effect on those who experience them.
- Emphasise the importance of engaging in self-reflection to identify biases and assumptions.
- By understanding our own blind spots, we can work towards becoming more aware and intentionally inclusive in our interactions.

Your Action Plan

One thing I will stop doing...

One thing I will start doing...

One thing I will do differently...

SUBSCRIBE TO

INCLUSION

subscribetoinclusion.com

hello@subscribetoinclusion.com