

# Toolkit

## Positive Workplace Culture



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## Welcome to your Positive Workplace Culture 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?**

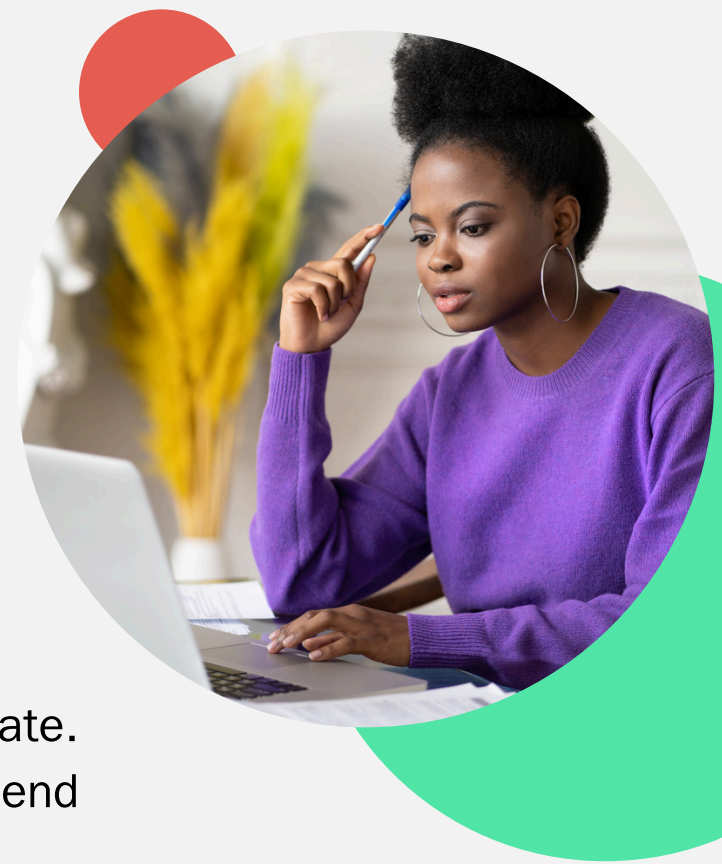
Content is suitable for use with colleagues from any function or level, including new starters.

### **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.



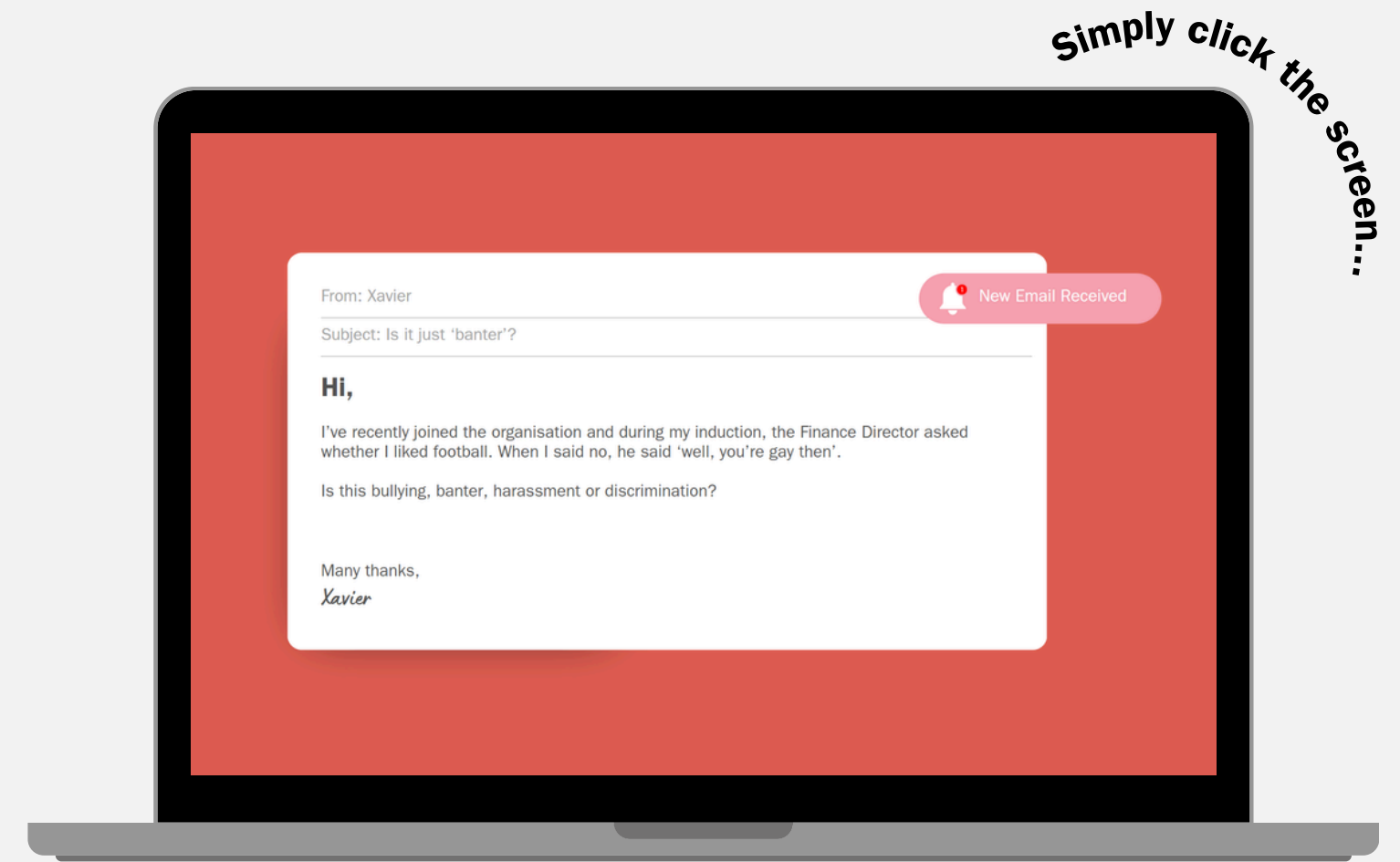
# ACTIVITY #1

# BULLYING, BANTER, DISCRIMINATION & HARASSMENT

SHARE



Follow the instructions on the next page →



Simply click the screen...



# Instructions

20-30 min activity

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

In this activity we will explore different scenarios which may be classed as bullying, banter, discrimination or harassment. Introduce this session with these step-by-step instructions before circulating the link to the activity on the following page:

1

**First, ask participants to reflect on a time** where they think banter crossed a line, or a joke left them feeling a bit uncomfortable.

2

**Provide the definitions handout** and talk through each definition to ensure collective understanding. (Can work as one group or split into subgroups.)

*(Definitions can be found in the activity link /QR code on page 4 for easy sharing with the group.)*

3

**Read out each scenario and ask the group to decide** whether it's bullying, banter, discrimination or harassment. Discuss each scenario and encourage participants to share their thoughts.

*(Scenarios can be found in the activity link /QR code on page 4.)*

**Tip:** If running this activity in-person, assign the four headings (bullying, banter, discrimination and banter) to each corner of the room and ask people to move to each corner as appropriate. (Remember to check the accessibility requirements.)

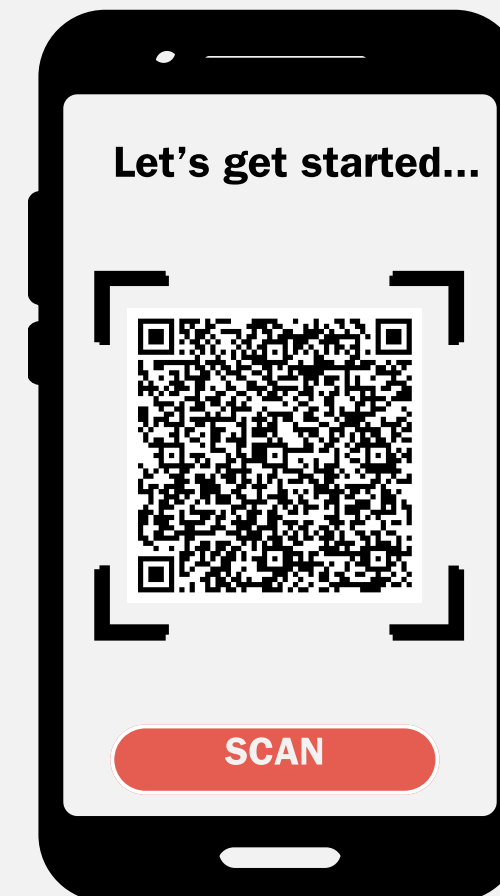
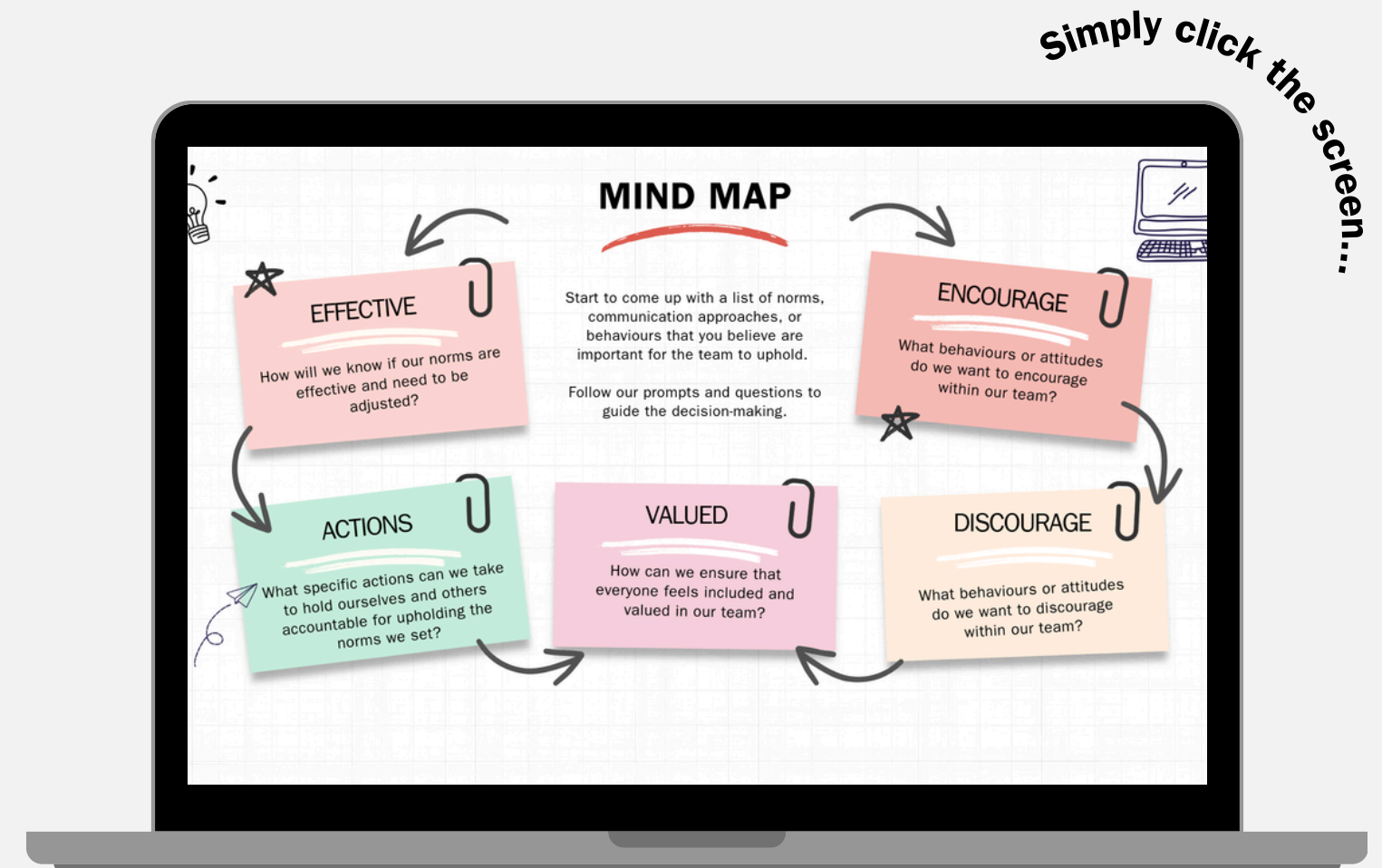
# ACTIVITY #2

## NORM SETTING

SHARE



Follow the instructions on the next page →



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

In this activity we start to establish a set of norms and expectations that everyone can agree on. These norms should help to promote a positive and respectful work environment, encourage open communication and foster collaboration and teamwork. Introduce this session with these step-by-step instructions before circulating the link to the activity on the following page:



**Ask your team to brainstorm a list of norms, communication approaches or behaviours** that they believe are important for the team to uphold. Make sure to include everyone's ideas and encourage discussion and debate to help refine the list.



**Once you have a list, refine and prioritise** by discussing which ones are most important for the team to focus on.



**Once you have a final set, post them in a visible location** in the organisation or share digitally. Encourage team members to hold themselves and each other accountable for upholding the norms.

**Tip:** You can run this activity as a group discussion, a whiteboard or sticky note exercise.

**Provide** the team with a regular schedule for reviewing and revising the norms as needed. This could be every few months, or after a significant event or change in the team. Encourage team members to provide feedback on the effectiveness of the norms and suggest any changes or additions that may be needed.

# Your Action Plan

One thing I will stop doing...

One thing I will start doing...

One thing I will do differently...

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