



FREE TASTER

Free taster

Inclusive Leadership

A practical first step from the programme: the four tests of inclusion and an honest snapshot of your team

About 20 minutes to read and try. You will need a week of noticing what happens in your team.

Name

Date

STARBUCK & ASSOCIATES

COACHING & LEADERSHIP DEVELOPMENT

WHAT THIS IS

For leaders who want every person to do their best work

Inclusive Leadership is a video programme for managers and leaders at any level. It helps you build the everyday habits that mean every person in your team is treated fairly, heard, valued and able to grow.

It helps when the same few voices lead every discussion, when opportunities seem to go to the same people, when you are unsure how to support different needs, or when you want to respond well if something excluding happens.

How it works

Ten short video lessons, each with one practical tool in a course workbook, a workplace task and a quick knowledge check. About 6 learning hours in total. You have 12 months' access and receive a certificate of completion.

What is inside

LESSON	WHAT YOU GET
1 What inclusive leadership really is	The four tests and the Inclusion Snapshot.
2 Understanding bias without blame	The Decision Pause Check.
3 Hearing every voice in meetings	The Meeting Voice Tracker and checklist.
4 Fair recruitment and onboarding	The Fair Hiring and Onboarding Checklist.
5 Fair access to work and opportunity	The Opportunity Map.
6 Inclusive feedback and performance	The Feedback Fairness Check.
7 Everyday language and repairing mistakes	The Everyday Inclusion Tracker and repair steps.
8 Supporting different needs	The Working Well Conversation.
9 Challenging exclusion and being an ally	The Speak Up Plan.
10 Making inclusion how your team works	The Team Inclusion Plan.

HOW TO USE THIS TASTER

Read page 2, then use page 3 to take an honest snapshot of your own team. Page 4 shows where the full programme goes next.

The four tests of inclusion

Inclusive leadership is not a special initiative. It is how you lead every day: how you decide, who you listen to, how work is shared out and how people feel after a conversation with you.

Diversity describes the mix of people in a team. Inclusion describes what it is like to be in that team. A team can be very mixed while some people still feel on the outside, usually without anyone intending it. A simple way to see what is happening is to ask four questions from each person's point of view.

TEST	THE QUESTION	WHAT YOU MIGHT NOTICE
Fair	Am I treated fairly?	Decisions are explained. The same rules apply to everyone.
Heard	Am I heard?	Everyone contributes in meetings. Ideas are credited to the right person.
Valued	Am I valued for who I am?	People can be themselves. Differences are respected, not just tolerated.
Growing	Am I growing?	Stretch, development and visible work are shared across the team.

EXAMPLE

Rachel's team is friendly and gets on well. When she asks the four tests for each person, she realises two newer colleagues rarely speak in meetings and have not had any development since joining.

Nobody meant it. It had simply never been noticed. Her first step is not a big plan. It is to invite them in at the next meeting and ask each of them what they would like to learn.

WORTH KNOWING

Nobody is a perfectly inclusive leader. In the UK, the Equality Act 2010 protects people from discrimination, and inclusive leadership goes further than the law. What helps most is curiosity, a willingness to change and responding well when you get things wrong.

YOUR TURN

Your Inclusion Snapshot

Take an honest look at your team as it is now, not as you would like it to be. Use what you have seen and heard, not what you assume.

Exercise 1: Rate your team

FOR EVERYONE IN MY TEAM	NOT YET	FOR SOME	FOR MOST	FOR EVERYONE
Fair	☐	☐	☐	☐
Heard	☐	☐	☐	☐
Valued	☐	☐	☐	☐
Growing	☐	☐	☐	☐

Exercise 2: Find the evidence

TEST	ONE PIECE OF REAL EVIDENCE FOR MY RATING
Fair	
Heard	
Valued	
Growing	

Exercise 3: Where to start

Whose experience of my team might be quite different from my own?

Which test would I most like to improve first, and what is one small step I could take this week?

Where the full programme takes you

The snapshot shows you where to look. The rest of the programme gives you a practical tool for each part of everyday leadership where inclusion is won or lost.

- 1 Fairer decisions.**
Understanding everyday bias without blame, and a simple pause before people decisions.
- 2 Every voice heard.**
Meetings, recruitment and onboarding that give everyone a fair chance.
- 3 Fair opportunity and feedback.**
Sharing visible work, stretch and honest feedback evenly across the team.
- 4 Everyday respect.**
Microinclusions, language that includes, repairing mistakes and supporting different needs.
- 5 Speaking up and making it last.**
Responding to exclusion, knowing your formal routes and agreeing a team inclusion plan.

Who gets most from it

- Managers and leaders at any level who want to lead fairly
- New managers building good habits from the start
- Leaders working on psychological safety who want to go further on fairness and belonging

HOW PEOPLE USE IT

The programme is built around real work. Each week you watch a short lesson, then use the tool with your own team, so by the end you have changed real meetings, decisions and conversations.

The final lesson brings the team into the conversation, so inclusion becomes part of how the team works rather than one person's effort.

What I am going to do

Two or three small changes that you actually make will do more than a long list you never start.

My three actions

WHAT I WILL DO	WHEN	WHO I WILL TELL

Coming back to this

Put a date in your diary about a month from now and answer these three questions.

What has changed since I did this taster?

What did I not get to, and what got in the way?

What am I carrying forward?

READY FOR THE FULL COURSE?

Inclusive Leadership

Ten short video lessons, each with a practical tool in the course workbook and a knowledge check, with 12 months' access and a certificate of completion.

£149 per person, per year, inc. VAT

Enrol at academy.starbuckassociates.com/courses/inclusive-leadership

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