

Impactful & Productive Conversations



Continue your learning journey with the following resources and activities.



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[What is Unconscious Bias?](#)

[What is Inclusive Language?](#)

[Why is Inclusive Language Important?](#)

REFLECTION ACTIVITY

Identify a comfortable, quiet space where you can reflect without distractions. Answer the following questions honestly. Record your thoughts as they come to you without filtering or overthinking.

Personal Biases and Perception:

How do your past experiences, culture, and personal values shape how you interpret others' words and actions? Can you think of a time when your assumptions impacted how you communicated with someone?

Understanding Different Perspectives:

When communicating with someone who holds a different viewpoint, how do you approach understanding their perspective? How might your own beliefs limit your ability to fully listen and empathize?

Impact on Team Dynamics:

In what ways do your personal communication habits influence your interactions with colleagues or team members from different backgrounds? How might these habits either foster or hinder open dialogue?

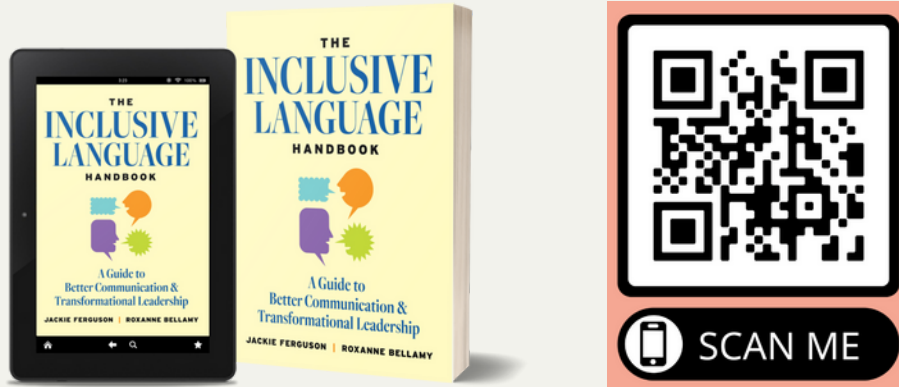
Challenge Your Frame of Reference:

Can you recall a situation where you had to challenge your own way of thinking to better communicate with someone? What did you learn, and how can that experience help you in future interactions?

The Role of Self-Awareness in Communication:

How often do you reflect on your communication style and its effectiveness? What steps can you take to be more self-aware and adaptable when communicating with people who have different perspectives?

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ACTIVITY - Practicing Inclusive Language:

Begin by reviewing the six rules of inclusive language:

- Use gender-neutral language
- Put people first
- Be thoughtful about the imagery you use
- Use universal phrases
- Recognize the impact of mental health language
- Ask if you aren't sure

Take a moment to reflect on the importance of each rule. Consider why these rules are essential for creating an inclusive environment.

Transformation Exercise:

Below are a few common phrases. Review the original versions and the revised versions that align with the six rules of inclusive language.

Original: "Hey guys, let's get started."

Revised: "Hello everyone, let's get started."

Original: "We need someone to man the booth."

Revised: "We need someone to staff the booth."

Original: "She's crazy to think that!"

Revised: "It's surprising she thinks that!"

Original: "What if we brainstorm some new ideas?"

Revised: "What if we generate some new ideas?"

Create Your Own:

Now, think of a phrase or sentence you commonly use that might need adjusting to be more inclusive. Write down the original phrase and then revise it according to the six rules.

Discussion or Reflection:

If in a group setting, discuss your revised phrases with others. If working alone, reflect on how this exercise made you more aware of the language you use.

Commit to Change:

Write down one specific way you will incorporate these inclusive language rules into your daily communication.