

## Communicating Inclusively: *Increasing the Engagement of Diverse Employees*

This half-day instructor-led training is the fourth module in the Leading With Inclusion suite. This course is designed to provide participants with ways to make their communication style more inclusive, and to understand the seemingly small ways we often unintentionally exclude others. By sharing information about themselves, listening without judgment, and inquiring across difference, participants gain practice and understanding of the value – and nuance – of inclusive communication.

### EMERGING LEADERS WILL GAIN:

- An understanding of how communication impacts inclusion
- An awareness of the barriers to listening, and how non-inclusive behaviors can manifest in how we listen and to whom
- A strategy for interrupting microaggressions
- An understanding of Catalyst research findings and tools for practical application in day-to-day work

### THE ORGANIZATION WILL BENEFIT FROM:

- Teams and individuals who are more inclusive
- Increased retention, team citizenship, satisfaction, and contribution
- Empowered managers
- Greater engagement and workforce productivity
- A better place to work

### UNIQUE PARTICIPANT FEATURES:

This course utilizes Catalyst's research that identifies 4 Dialogic Skills for inclusive communication, as well as information straight from a client case study. They will also learn about the term "microaggressions." Microaggressions are seemingly small events, that are hard to prove, are often unintentional, and frequently unrecognized by the person communicating them. While they are fairly innocuous as a stand-alone event, the cumulative effect of microaggressions can have a significant impact on individual morale, and organizational levels of inclusion. In this course, participants are faced with microaggressions, and given a framework to interrupt them.



## PARTICIPANTS WILL BE ABLE TO:

- Articulate the competencies of an inclusive leader
- Describe the values – and barriers – of listening effectively
- Demonstrate authentic communication across difference
- Identify, acknowledge, and interrupt microaggressions



### DURATION:

This course has a 4-hour agenda

### TARGET AUDIENCE:

Emerging managers, first level managers, mid-level managers



### CLASS SIZE:

This course is designed for up to 25 participants

AVAILABLE LANGUAGE:  
English



## ABOUT CATALYST

Catalyst's pioneering research, tools and services, special events, and recognition programs are designed to support organizations and individual leaders in the creation of inclusive workplaces where all talent can thrive. Catalyst raises awareness of how diversity benefits today's global businesses, and provides guidance on how to enact real change.

Founded in 1962, Catalyst is the leading nonprofit organization expanding opportunities for women and business. With operations in the United States, Canada, Europe, India, Australia, and Japan, and more than 800 member organizations, Catalyst is the trusted resource for research, information, and advice about women at work. Catalyst annually honors exemplary organizational initiatives that promote women's advancement with the Catalyst Award.

More information can be found at [Catalyst.org](http://Catalyst.org).



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