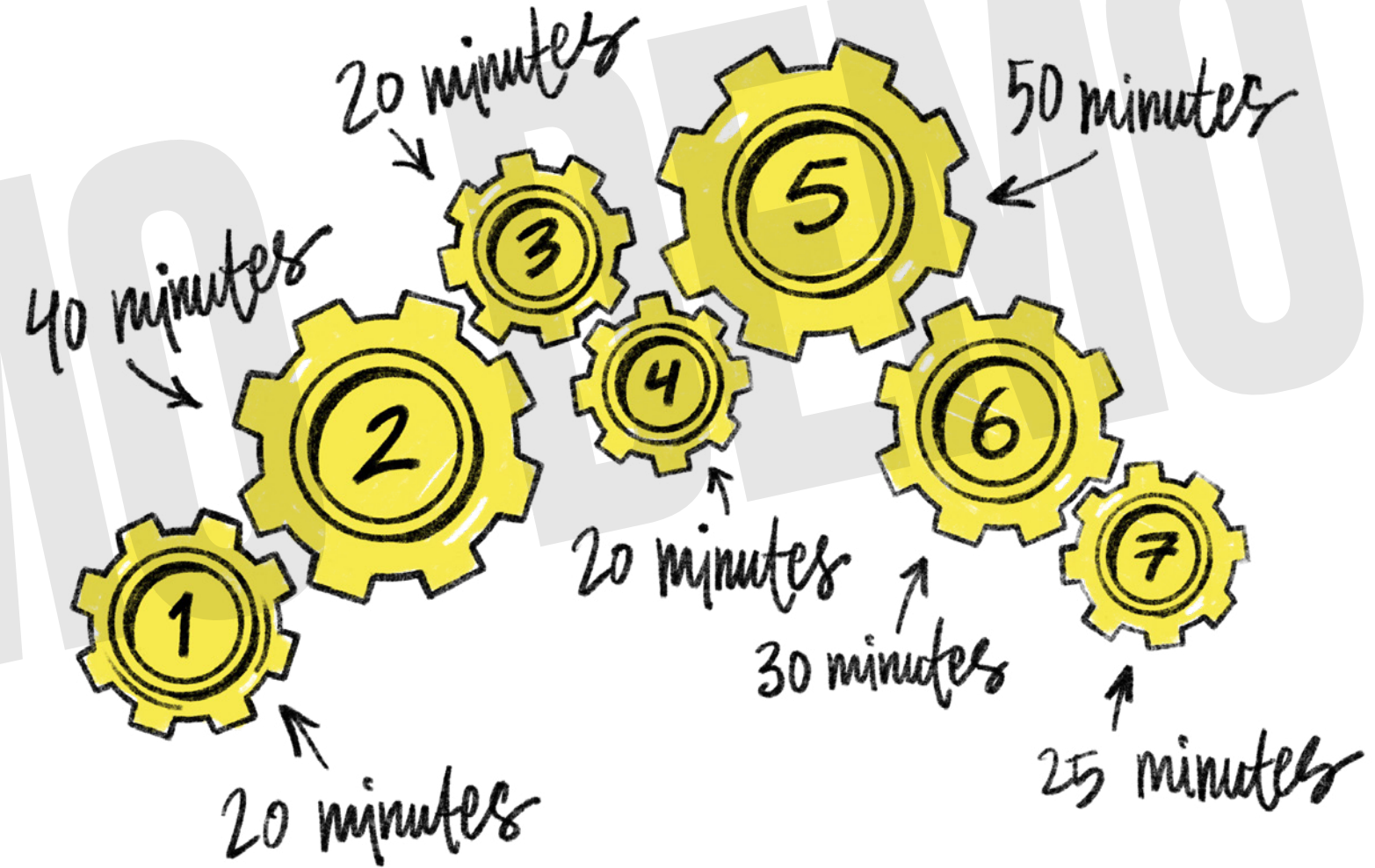


THE SEVEN STEPS OF THE WORKSHOP

The seven steps of the workshop are the following:

- 01 Accept or revise previous conclusions (**recap**)
- 02 Vision/ambition (**why**)
- 03 Sequence of changes (**where**)
- 04 Change goals (**what**)
- 05 Design of inclusion routines (**how**)
- 06 Implementation and follow-up (**when**)
- 07 Action plan and key takeaways from the workshop (**summary**)

NB: suggested timings are based on a team of eight to 12 people and with a facilitator who is able to lead and summarize discussions at pace. If your team is larger or if you have a less experienced facilitator, timings may need to be adjusted. Your facilitator may want to read more in the *Workshop Preparations* section.



THE SEVEN STEPS IN DETAIL



STEP 1: Accept or revise previous conclusions!

Points to consider:

- Do we need to adjust anything about the conclusions from our previous reflections or are they fine as they are?



STEP 2: Why should we find ways to include diversity?

Points to consider:

- How should we define our vision/our ambition to increase inclusion of diversity in our team?
- Which outcomes do we want and why?
- What type of performance or result will improve and how?



STEP 3: Where do we start our change journey?

Points to consider:

- When in our daily work routines do we have the most to gain by including diversity?
- In what type of processes, workflows, forums or decisions?
- Which outcomes can we achieve through inclusion?
- Which perspectives do we need to achieve these outcomes? Where do we find them?



STEP 4: What targets should we set to measure whether changes have made a difference?

Points to consider:

- How can we measure whether the changes impact our performance?
- Which proximate goals can we set?



STEP 5: How can we adjust situations, forums, and decisions in the processes we have selected?

- Which inclusion routines do we want to try out to see whether we achieve the outcomes we want to achieve?
- What behavior do we want to encourage?
- In which situation do we want to encourage this behavior?
- In conjunction with which existing routine or habit in this situation can we connect to our new routine?
- What does our new routine look like? How is it used?
- How do we measure whether the routine results in the desired behavior?
- How can we ensure that the routine is followed? What type of reminders or similar can we use?



STEP 6: When and in which order do we start to test our new routines? When do we follow-up to see whether they work?

Points to consider:

- In what order shall we try out our routines? (If you have more than one).
- Who should start experimenting with the routine and when?
- Who should be responsible for ensuring we use the routine and measuring its effectiveness?
- How will the results of the experiment be compiled?
- When do we review the experiment?



STEP 7: What does our action plan look like and what do we take from the workshop?

Points to consider:

- What does our action plan actually look like?
- What are we thinking, how do we feel?
- What will we do differently from now, (in the next three months at least)?