



National Inclusion Week Action Pack

2025

#NowIsTheTime

The Global
Inclusion Company



This Action Pack is for individuals and teams who are ready to move beyond intention into action. You don't need the perfect dataset or budget to start making change – just the courage to start. Remember, it's the meaningful moments that build momentum. This guide is designed to offer prompts, practical actions and guidance to help you push DEI forward with urgency.

What is National Inclusion Week?

National Inclusion Week is an annual event that seeks to raise awareness of the importance of inclusion in the workplace. It's a time to involve everyone - regardless of background - to celebrate diverse communities.

Now is the time

This year's theme is 'Now is the Time', encouraging organisations to take immediate action towards building more inclusive workplaces, with an emphasis on diversity, inclusion, urgency, resilience and the need to push forward.



Inclusion action checklist

These 9 simple actions can be taken immediately. Starting with one or two is better than doing nothing – or you can challenge your team to complete them all during National Inclusion Week and beyond.

☐ **Host a 30-minute listening session**

Invite colleagues from underrepresented groups to share experiences in a safe space. You don't need to offer advice, just be there to listen.

☐ **Review job descriptions for bias**

Tools like Textio can help with detecting and mitigating exclusionary language. Start by updating one listing this week with more inclusive language. [Read the 6 rules of inclusive hiring.](#)

☐ **Add pronouns to your email signature**

Demonstrate support for gender inclusion and help normalise conversations around identity. Download our [LGBTQ+ inclusion toolkit.](#)

☐ **Share a personal story with colleagues**

By sharing your own inclusion (or exclusion) experience, you are demonstrating vulnerability, authenticity and promoting a space for open and honest conversations. [Explore our inclusive leadership training.](#)

☐ **Spotlight an employee resource group (ERG)**

Highlight the good work of an ERG within your organisation, whether it's through the employee intranet, newsletter or company meeting. [Watch our webinar on ERG best practices.](#)

☐ **Ask yourself “Who’s missing?”**

At every meeting, panel discussion or event, make it a habit to question who isn't in the room – and why. Could there be underlying bias at play?

☐ **Add DEI to the weekly meeting agenda**

Each week, offer a DEI update, delegate an action or share an insight. Keep DEI in the conversation.

☐ **Pick a policy and review it**

Whether it's parental leave, hybrid work or dress code, view your policy through the lens of inclusion. Who may be unintentionally excluded?

☐ **Attend an inclusion webinar**

Explore our [free on-demand webinars](#), which cover DEI topics such as unconscious bias, inclusive leadership and intersectionality.

Free download



Download our event-to-action worksheet, a framework designed to help you stay intentional and take next steps after each DEI event.

[Download the worksheet for employees](#)

[Download the worksheet for HR and leadership](#)

6 conversation prompts for inclusion

These power prompts are designed to spark conversations, self-reflection and awareness. Use them in team meetings and workshops during National Inclusion Week and afterwards.

What are we waiting for?

What are the blockers to moving forward? What's one thing we could do today?

Who's not at the table?

Who are the decision-makers? Do they currently have visibility? How do we get them at the table?

How can we make it safer for people to speak up?

What can we do to promote psychological safety at work?

If we don't act now, how will things be in five years?

Consider the cost of delay. Now is the time to act.

What inclusive practice have we let slip?

What commitments have we made and not held ourselves accountable for? How can we get back on track?

Have you ever felt like an outsider? What would have helped?

Build empathy and awareness through self-reflection.

Make a pledge

Encourage your team to write a pledge for National Inclusion Week. You can post these on your company intranet, social media page or write them on a virtual wall. Explore our examples below.

I will speak up when I see exclusion, even if it's uncomfortable	I will mentor someone from an underrepresented background	I will ensure every project I lead has a diverse team
I will call out biased language when I hear or see it	I will make a space for the quieter voices in my team meetings	I will delegate time every week to learn about experiences different from my own
I will ask "Who is missing?" before every major decision	I will help celebrate the cultural moments that are important to my colleagues	I will listen without being defensive when someone shares their own lived experience
I will add pronouns to my email signature and LinkedIn bio	I will include KPIs around inclusion in my team's goals	I will join and support an employee resource group within my organisation

National Inclusion Week calendar

Use this template to map your Inclusion Week activities. Try to include at least one meaningful action per day, whether it's starting a conversation or watching a webinar. Fill in who's responsible for each task and how you will reflect and share outcomes. View our populated template as an example below.

Day	Action	Owner	Outcome
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Example calendar

Day	Action	Owner	Outcome
Monday	Morning team meeting – kick off with a conversation prompt and share personal pledges	Team lead	All members share their reflections on the communication channel (e.g. Teams, Slack)
Tuesday	Watch an inclusion webinar / attend a training session	Everyone	Complete the post-event worksheet for <u>employees</u> and <u>HR / leadership</u>
Wednesday	Lunch and learn session with a guest speaker	Guest speaker	Complete the post-event worksheet for <u>employees</u> and <u>HR / leadership</u>
Thursday	Review a policy through an inclusion lens	HR / Leadership	Identify three areas for improvement
Friday	30-minute listening session with staff network lead	HR / ERG	Feedback captured and summarised

Mini case study: Embedding DEI into a national governing body

Explore how we created a 10-year inclusion roadmap for our client

- **Our client:** A national governing body for a predominantly female sport
- **Our objective:** Review the DEI strategy and develop training aligned to a new 10-year inclusion roadmap
- **Our challenge:** We were tasked with developing a suite of DEI initiatives that raised awareness across staff, executives, and the wider sporting family.

What we did

- **Mapping and review** – a review of existing policies and procedures
- **Inclusion survey** – a bespoke 25-question survey, completed by 77 employees
- **Focus groups and stakeholder interviews** – six staff and six stakeholder focus groups
- **DEI training** – developed a suite of DEI training, including inclusive leadership workshops and conscious inclusion training.

Our impact

The programme was rated excellent across content, facilitation, and relevance, helping to embed inclusion into organisational culture and strategy. [View more case studies.](#)



Not got anything planned for National Inclusion Week?

Not to worry. We offer a range of in-person and virtual inclusion training programmes and guest speaker opportunities to help bring your workplace events to life.

DEI training courses



From unconscious bias to inclusive leadership, our bespoke training programmes always aim to be impactful and spark long-lasting culture change.

[Explore our DEI training programmes](#)

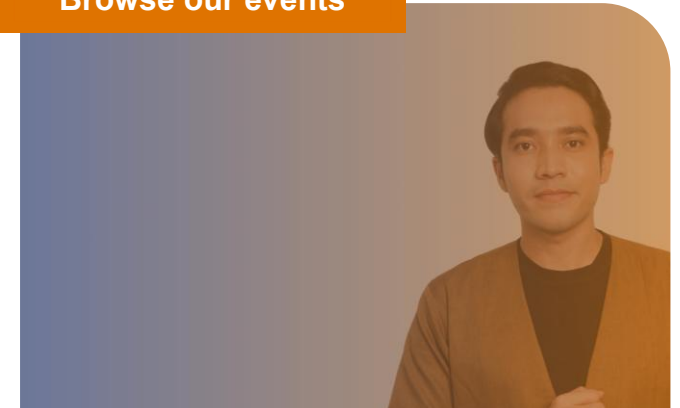
Book a guest speaker



Our consultants are available to give talks at team meetings, in-person and virtual keynote sessions, panels, workshops, conferences and company-wide events.

[Book a DEI speaker](#)

Browse our events



View our upcoming events and watch on-demand webinars, covering all topics across DEI.

[Browse our events](#)



Next step – book a complimentary consultation with us

Contact us

FAIRER Consulting

To find out how we can support
your diversity and inclusion
aspirations please contact us:

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