

### What You Need to Complete This Activity

- **A facilitator:** Anyone on the team can play this role by following the directions in the Activity Guide and Worksheet.
- **A worksheet note taker:** Anyone on the team can do this by taking notes in the worksheet to capture the team discussion.
- **A copy of the worksheet** for each team member.

Your team will need about 1 hour to complete this activity, depending on the number of team members who participate. Your team can meet in person or virtually, following the step-by-step directions.

### Activity Goal

**U**pon completing this activity and worksheet, your team will have identified tasks or practices that contribute to a team culture that reflects the perspectives and backgrounds of its members.

### Who Should Participate and When?

This activity is best done by the entire team. It is valuable to complete this activity early in the team's formation so that all team members are able to contribute in meaningful ways from the start.

### Why This Matters

Fostering an inclusive team culture can help all team members feel welcomed and valued. Those members who feel included are more likely to stay on the team and contribute to tasks and activities. An inclusive environment can also encourage all team members to share their true thoughts and ideas, which can help the team better understand and respond to stakeholders' needs. An inclusive environment can lead to greater use and uptake of research results by patients and stakeholders within the healthcare community.

### Step-by-Step Directions

- 1 Agree to complete this activity and worksheet as a group, and schedule a time to work together.**
- 2 Assign the roles of facilitator and note taker.** The facilitator and note taker should meet briefly to confirm what each will do during the meeting.
- 3 The facilitator should start the activity by stating the team's interest in creating an inclusive team culture to help ensure meaningful contributions from all team members, review the activity goal, and tell the team how much total time is allotted for the activity.**
- 4 The facilitator introduces the worksheet and states the time allotted for each step.**  
Section 1 has questions for pairs to answer; this section will take 10 minutes. In Section 2, the pairs will report back to the full team and discuss what we learned about each other; this section will take about 20 minutes. Then, in Section 3, the full team will brainstorm ways to make everyone feel included; this section will take about 20 minutes.
- 5 The facilitator should ideally assign pairs of individuals who don't know each other well and ask the pairs to start Section 1.** If the team has not worked together before, before starting the activity, take some time for introductions so that each person can share why they are involved in the project.
- 6 After the team completes this activity, the facilitator and note taker should share a list of the inclusive team practices with all team members to inform future interactions.**

### Additional Guidance for the Facilitator

- Remember that fostering an inclusive team culture takes time and commitment by all team members.
- Ask the team to keep in mind that the team's culture may be influenced by team members' traits and experiences, for example, their race, ethnicity, religion, education level, training, and background or where they grew up.
- After the team brainstorm but before sharing the final list, offer team members the opportunity to anonymously share inclusive practices. For example, you may want to email a link to a shared document that they could complete on their own. Then, add these practices to the list in Section 3 and share the final list with all team members.

### Worksheet

#### Section 1 • Questions for Pairs (10 minutes)

In pairs, one person spends about 1–2 minutes answering each question while their partner records main points. Then, they switch roles.

**1** *What makes you feel included on a team?*

For example, I feel welcome, able to share my opinion, or valued.

**2** *What makes you feel unwelcome on a team?*

For example, my opinion is not wanted or valued, or I feel excluded from the team.

Then, pairs identify and jot down what their answers have in common and how they differ to share with the rest of the team.

### Worksheet

#### Section 2 • Sharing from Pairs to Team (20 minutes)

**In the full team, each pair shares for 2–3 minutes what they learned while other pairs listen.**

**After all pairs share, team members spend a few minutes pointing out what was similar or different across the pairs. The facilitator leads a discussion about common ways that team members feel included.**

*Note taker records a list of common ways to feel included:*

#### Section 3 • Team Brainstorm on Inclusive Team Practices (20 minutes)

**Based on what we learned about our team, how are we going to make sure everyone feels included? For example, greet every team member by name or ask each team member for their questions about a new task.**

*Note taker captures the team brainstorm:*

For more ideas about inclusive team practices, consult the [How to Be Inclusive Tip Sheet](#).