

Working with People

When we treat people with respect, we are taking action to create a welcoming workplace and quality service.

1. When I interact with people, do I check assumptions?
 - a. Do I hold assumptions about people that get in the way of how I work with them?
 - b. Do I avoid stereotypes so I can see the individual for who they really are?
 - c. Am I able to respect our differences and yet recognize what we have in common?
 - d. Do I recognize their contributions?
2. Am I paying attention to those who are not expressing their ideas?
3. How do I encourage feedback and full participation from everyone present?
4. Am I raising issues in a way that encourages dialogue?
5. Do I consider potential barriers in each situation, and work to minimize them? (e.g., language, prejudice, sexual or racial discrimination)
6. If I am not sure what barriers may exist, do I ask my colleagues or the people I serve?
7. Do I discourage jokes, insults and negative comments that are offensive to people?
8. Do I recognize and build on the strengths and assets of all individuals?
9. Are there procedures, policies and practices in place that limit my capacity to be inclusive? Are there others that support my capacity to be inclusive?
10. What action can I take to address this or to bring awareness to the supportive policies?