

Inclusive Leadership and Team Communication Guide

Toolkit 5, Chapter 1 Downloadable Tool CIIS Employer HR Resources



Purpose: Help managers reflect on inclusive leadership behaviours, team trust, collaboration, and communication routines.

How to use: Work through each section individually or with HR. Add notes and actions as you go.

1. Leadership Reflection	Response / Notes
What behaviours do I consistently model as a manager?	
How do I explain decisions and expectations to the team?	
Where might my own communication preferences shape how I interpret others?	

2. Team Trust Review	Response / Notes
Where does the team show strong trust?	
Where do employees seem hesitant to speak or ask questions?	
What follow-up commitments need to be improved?	

3. Communication Checklist	Response / Notes
What channels should be used for urgent issues, decisions, updates, and documentation?	
How will the team confirm understanding after meetings?	
How will quieter team members be invited into discussion?	

4. Action Plan	Response / Notes
What one leadership habit should be strengthened this month?	
What support or feedback do I need to improve as a manager?	