

INCLUSIVE TEAMWORK & SOCIAL INTEGRATION PLAN



*Strong teams recognize that employees may have **different communication styles, social preferences, and ways of contributing**. This worksheet helps managers and teams intentionally plan activities and practices that support collaboration and belonging for everyone.*

Team / Department:

Manager / Team Lead:

Date:

Review date/Review period

Inclusive Team-Building Activities

Inclusive team-building focuses on **structured activities that encourage teamwork and creativity**, rather than relying only on informal social interaction.

Examples may include:

- Problem-solving challenges
- Creative design tasks (such as the marshmallow and spaghetti tower activity)
- Collaborative puzzles or group project.

Reflection Questions

- Do our current team activities allow people to participate in different ways?
- Are expectations and instructions clearly explained?
- Are activities optional and respectful of different comfort levels?

Ideas for future inclusive team activities

Creating a Sense of Belonging

A sense of belonging helps employees feel respected, valued, and connected to their team. Teams can support belonging by recognizing that people may **communicate, collaborate, and engage in different ways**.

Strategies to Consider

- Encourage multiple ways for employees to share ideas (verbal, written, or digital).
- Clarify roles and expectations during group work.
- Recognize and value diverse strengths within the team.
- Respect different levels of social interaction and participation.

Reflection

What practices currently help team members feel included?

What changes could improve belonging on our team?

Areas where additional support or guidance may help:

Communication and Collaboration

Clear communication supports effective teamwork and helps ensure all team members can participate meaningfully. Structured meetings, clear expectations, and multiple communication options can help employees contribute their ideas and perspectives.

Reflection Questions

- Do meetings have clear agendas and expectations?
- Are there opportunities for employees to share ideas outside of meetings?
- Do team members have time to process information before responding?

Strategies we could implement

Feedback and Communication Loops

Ongoing feedback helps teams understand what is working well and where adjustments may be helpful. Creating regular opportunities for feedback encourages open communication and allows teams to adapt over time.

Examples include:

- Regular one-on-one check-ins
- Team reflection discussions
- Anonymous surveys
- Suggestion boxes or digital feedback forms

What methods could our team use to gather feedback?

How often should feedback be reviewed?

How will the team respond to and act on feedback?

Action Planning

Use this section to identify practical next steps for improving inclusive teamwork and social integration.

One strategy our team could try in the next month

Who will help implement this strategy

How will we know if it is helping

Closing Reflection

Inclusive teamwork does not happen by accident. It grows through **intentional planning, open communication, and respect for different ways of thinking and working.**

Thank you for taking the time to reflect on your team's practices and explore ways to strengthen collaboration and belonging. Small changes can make a meaningful difference in creating workplaces where **everyone has the opportunity to contribute and succeed.**