

It's no secret that the world of business is competitive. One way to stay ahead of the curve is by ensuring every employee



employees to participate in learning programs and reach their full potential.

Steps to make your workplace more accessible include:

- » Providing employees with any necessary accommodations

Employees should have opportunities to learn in ways that work best for them. Some might prefer hands-on learning, while others learn best through lectures or reading.

Using a variety of instructional methods ensures that all employees can absorb the material or develop the skills they need in the most effective way.

Ways to make your learning more flexible for employees include:

- » Offering courses in different formats (e.g., text, audio, video)
- » Creating courses that can be taken at the employee's own pace
- » Allowing employees to choose when and where they learn

### 3. ENCOURAGE OPEN COMMUNICATION

Employees should feel comfortable communicating with their colleagues and managers, which means having multiple communication methods available.

Fostering open communication creates an environment in which all employees feel comfortable sharing their thoughts and ideas, which can ultimately lead to a more productive and innovative workplace.

You can encourage communication by:

- » Maintaining an open-door policy
- » Encouraging employees to ask questions
- » Exhibiting and promoting transparency in the workplace
- » Encouraging the formation of employee resource groups
- » Creating an anonymous feedback channel/process

### 4. CREATE A SUPPORTIVE ENVIRONMENT

Employees should feel like they're part of a supportive community. This can mean policies such as zero tolerance for harassment or discrimination, and actively cultivating a collaborative, respectful culture to lay the foundation for a supportive environment.

You can also foster a sense of belonging by providing opportunities for employees to get involved with their colleagues both internally and externally in the community.

Consider ideas such as:

- » Offering mentorship programs
- » Facilitating employee resource groups
- » Encouraging employees to participate in charity work

### 5. PROVIDE EMPLOYEES WITH THE RESOURCES THEY NEED TO SUCCEED

All employees should have easy access to the tools, equipment, or materials required to do their jobs well. This could include new software training, upskilling, or mentorship opportunities.

Giving your employees the resources they need to successfully carry out their role and learn new skills can help maintain inclusion over time, and boost employee confidence and performance.

Certain tools can help you put these tips into practice and make your learning programs more inclusive.

Learning management systems (LMS) can be used to develop and deliver online courses. They often include features such as quizzes and assessments to help employees track their progress, and ensure courses are available to employees anytime and anywhere.

Collaboration tools are designed to manage employee training programs with features such as progress tracking and certification. An LMS can help you ensure that all employees have access to the resources they need to succeed.

Teamwork software can facilitate teamwork through features

