



BITE-SIZE LEARNING

Inclusive Language

Bite-sized training sessions: manageable portions of expertise, designed to fit in a lunch hour.

We look forward to joining you for this bite-size learning



What is bite-size learning?

If times are hard, the training budget is one of the first things to feel the squeeze. Yet research shows that those organisations who choose to continue with their learning and development plans out-perform those who do not. Bite-size learning is a great way to keep on top of training efficiently and cost-effectively.

Designed by Dr Lesley Aitcheson and Cerulean's team of learning & development specialists, our bite-size learning has a proven record with many organisations including top universities, charities, trusts, corporations, and councils.

Inclusive Language

We know that the language we use to describe people is important, but if we are not mindful, so much of our everyday language can unwittingly exclude different backgrounds, identities and abilities. How we communicate is critical to the way we are perceived and the culture we help create. It's time to embrace a new, more inclusive way of speaking to, and about, each other at work. There is power in language and by using inclusive language we can create a more welcoming, productive and healthier environment.

The language we use can unknowingly demonstrate unconscious assumptions about people, and reinforce unhelpful and inaccurate stereotypes. As a result, sometimes the things we say can have unintended consequences, based on people's experiences of exclusion, oppression and discrimination. We might not have intended to upset or offend anyone, but our words can still have an unforeseen impact, particularly if we have not had similar experiences ourselves.

This short session has been designed to support you in identifying appropriate language and to provide practical examples of preferred terms and phrases that work well in both verbal and written communications. We help you build your knowledge, dexterity and confidence in communicating with people from all backgrounds and at all levels.

We need to remember that language is ever-evolving, and can be subjective, based on personal preferences around our own identities, so whilst this session is as comprehensive as we can make it, it can't be exhaustive or definitive. We recognise that appropriate terminology changes as culture and society shifts; we aim to keep this session up to date with the latest developments as the discourse deepens.

In this bite-size learning session, we will:

- Increase your awareness: language is not just words, it has a much bigger impact!
- Build your confidence in communicating inclusively in everyday work situations
- Guide you in making conscious choices about how you want to communicate with people from a variety of backgrounds

Getting used to more inclusive language is a process, not a final destination; we want to inspire you on your journey to use language more consciously and confidently from the moment you leave our session!

To find out more about our EDI&B bite-size learning sessions, click [here](#).