INFINITY
INCLUSION & TRANSFORMATION

Infinity Inclusion & Transformation

Everything you need to know before your EDI training session

Inclusive workplaces across the UK



EQUALITY | BELONGING | DIVERSITY | INCLUSION | ACCESSIBILITY | RESPECT

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01 · YOUR SESSION

About your session

Thank you for choosing Infinity Inclusion & Transformation for your in-house Equality, Diversity & Inclusion training. This guide covers everything you need to know about your booked session with us.



QUESTIONS BEFORE THE DAY?

info@infinityitlearning.co.uk

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ALLYSHIP & ADVOCACY · 2-HOUR COURSE

Allyship is what you do, not what you call yourself

Use your voice and influence to support colleagues from different backgrounds — without speaking over them.

DURATION	DELIVERY	LOCATION	TAILORING
2 hours	Online · Face-to-Face · In-House	Online or your venue, UK-wide	For in-house groups



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THE JOURNEY · FIVE MODULES

What the session covers

01

What allyship is and isn't

It's a verb, not a badge. We separate who you are from what you actually do.

02

Performative versus meaningful allyship

The hashtag versus the hard conversation — and how to tell them apart.

03

Using your influence to open doors

Who's in the room, who gets the stretch project, who gets introduced.

04

Amplifying and sponsoring colleagues

Repeat, credit, recommend — so good ideas land with their owner.

05

Handling mistakes and feedback well

You will get it wrong sometimes. What you do next matters most.

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STORY · AMPLIFYING & SPONSORING

The idea that was heard twice

A WORKPLACE SCENARIO

In a Monday planning meeting, Amara suggests moving the client survey online. Silence. Ten minutes later, a senior colleague says the same thing — and the room calls it a great idea.

"Thanks — that builds on what Amara proposed earlier. Amara, do you want to take us through it?"

— What the ally in the room said next

WHAT THE ALLY DID

1 **Noticed** whose idea it really was

2 **Named it** crediting Amara, calmly and publicly

3 **Stepped back** handing her the floor, not speaking for her

Later, they put Amara forward to lead the pilot. ***That's sponsorship.***

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MODULE 02 · SPOT THE DIFFERENCE

Performative or meaningful?

PERFORMATIVE · LOOKS GOOD

- ✕ Posts for Pride Month, then stays silent when a joke lands badly
- ✕ Says “my door is always open” but never checks who walks through it
- ✕ Centres themselves: “As an ally, I feel…”
- ✕ Acts once — when it's visible

VS

MEANINGFUL · DOES GOOD

- ✓ Challenges the joke in the moment, or follows up privately that day
- ✓ Notices who's missing from the shortlist — and asks why
- ✓ Listens first and follows the lead of those affected
- ✓ Acts consistently — even when no one is watching

The test: would you still do it if nobody knew?

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STORY · HANDLING MISTAKES

When Tom got it wrong

A WORKPLACE SCENARIO

Tom, a team manager, introduces a new colleague using the wrong pronouns — twice. Afterwards, she quietly corrects him.

His first instinct? To explain how hard it is to remember.

Instead, he says: "Thank you for telling me. I'll get it right." And he does.

01 **Listen** Don't defend or explain — hear what landed.

02 **Apologise briefly** Short and sincere. Don't make them comfort you.

03 **Correct it** Fix it in the moment and keep fixing it.

04 **Do better** Feedback is a gift — it means they trust you.

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OUTCOMES · WHY IT MATTERS

What you'll walk away with

UNDERSTAND

What meaningful allyship involves

RECOGNISE

Performative allyship — and how to avoid it

ACT

Use your influence to open doors and amplify others

PLAN

Specific, sustainable actions for your role

WHY IT MATTERS FOR UK ORGANISATIONS

Inclusion can't be left to people from under-represented groups.

- ✓ Supports staff networks and equality action plans
- ✓ Makes inclusion everyone's responsibility
- ✓ Turns good intentions into consistent action

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WHO · HOW · WHERE

Built around your organisation

WHO IT'S FOR

All staff, staff network members and managers.

- Local authorities
- NHS organisations
- Schools, colleges & universities
- Housing associations
- Charities & private sector

HOW IT'S DELIVERED

Interactive and discussion-based — realistic workplace scenarios, not lectures.

- A respectful space to ask honest questions
- In-house: examples, length and emphasis tailored to your sector, policies and priorities

WHERE WE WORK

Live online for multi-site teams, or face-to-face at your venue:

- London · Manchester · Birmingham · Leeds · Bristol · Newcastle · Glasgow · Edinburgh · Cardiff · Belfast — and beyond
- Combine with in-house EDI training or EDI consultancy



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03 · WHAT TO PREPARE

Venue & equipment

1

WE PROVIDE

Your trainer brings all session materials and resources. A projector and screen can be supplied too — just let us know in advance.

2

THE VENUE PROVIDES

A comfortable, accessible room with space for group discussion. Please tell us about any delegate accessibility needs in advance.



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SEE YOU SOON

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for choosing Infinity Inclusion & Transformation Training

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Practical EDI training · Consultancy · In-house programmes

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