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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THE COURSE · INCLUSIVE LEADERSHIP

Leaders set the tone

This programme helps managers and senior leaders see what inclusive leadership looks like in practice — from how meetings are run and decisions are made to how difficult conversations about difference are handled.

DURATION
Full day

DELIVERY
Online, face-to-face or in-house

LOCATION
Online, or at your venue anywhere in the UK

TAILORING
Available for in-house groups

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A STORY TO START · ILLUSTRATIVE

Two Monday meetings

Same team. Same agenda. Same problem hiding in the plan.

MEETING A · 9:00 AM

The manager opens with her own view. The same three people do all the talking. Sam, two months into the job, spots a flaw in the plan — and says nothing.

Outcome: *Six weeks later, the project stalls on exactly that flaw.*

MEETING B · 9:00 AM

The manager asks the newest voices first: “Tell me what I’m missing.” Sam raises the flaw. It’s fixed in ten minutes — and Sam is thanked in front of the team.

Outcome: *A better plan, and a team that speaks up next time.*

The difference wasn’t the team. It was the leader.

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THE PROGRAMME · SIX MODULES

What the session covers

01

What inclusive leadership looks like in practice

The everyday behaviours that help people feel they belong.

02

Psychological safety and team performance

Why teams that feel safe to speak up perform better.

03

Fair, transparent decision-making

Spotting bias and making choices people can trust.

04

Leading conversations about difference

Handling sensitive topics with confidence and care.

05

Inclusive meetings, delegation and development

Sharing voice, stretch and opportunity fairly.

06

A personal leadership action plan

Leave with the changes you'll make from Monday.

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STORY · PSYCHOLOGICAL SAFETY

The idea that nearly went unsaid

Priya, a nurse on a busy ward, noticed that handovers kept missing medication changes. She'd seen colleagues brushed off before, so she stayed quiet.

Then a new ward manager began every huddle the same way: "What's one thing we could do better? I genuinely want to hear it."

When Priya finally spoke up, the manager thanked her, changed the handover — and credited her by name. Within a month, the team had suggested three more fixes.

Illustrative scenario

WHAT THE LEADER DID

1. **Asked for challenge — every time**
   Made speaking up the norm, not the exception.

2. **Responded with thanks, not defence**
   The first reaction decides whether there's a second idea.

3. **Acted visibly and gave credit**
   People speak up when they can see it makes a difference.

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OUTCOMES · FROM INSIGHT TO HABIT

What participants will learn

1 Understand the behaviours that define inclusive leadership

BEFORE *"I treat everyone the same."*

AFTER **"I notice who's missing out — and adjust."**

2 Build psychological safety and broaden participation

BEFORE *The loudest voices fill every meeting.*

AFTER **Quieter voices are invited in first.**

3 Make fairer, more transparent decisions

BEFORE *"He just felt like the right fit."*

AFTER **Clear criteria, shared openly, applied consistently.**

4 Lead conversations about difference with confidence

BEFORE *Avoiding the topic in case you get it wrong.*

AFTER **Leaning in with curiosity, respect and care.**

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WHY IT MATTERS · UK ORGANISATIONS

Equality commitments only change things when leaders bring them to life.

UK organisations are expected to show how they prevent harassment, support fair progression and create cultures where people can speak up. Inclusive leaders turn those expectations into everyday experience.

Safety, performance & retention

Teams that feel safe to speak up spot problems sooner, contribute more and stay longer.

Equality objectives, delivered

Leaders turn policies and public commitments into what people actually experience at work.

The duty to prevent sexual harassment

Since October 2024, employers must take reasonable steps to prevent sexual harassment — and leaders set that culture.

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WHO · HOW · WHERE

Built for leaders at every level

WHO IT'S FOR

Senior leaders, managers and aspiring leaders

- Local authorities
- NHS organisations
- Schools
- Colleges
- Universities
- Housing associations
- Charities
- Private-sector employers

HOW IT'S DELIVERED

Interactive and discussion-based, built on realistic workplace scenarios — not lectures. A respectful space to ask questions honestly.

In-house? We tailor examples, length and emphasis to your sector, policies and priorities. Full day, or two half days.

ACROSS THE UK

Live online for teams spread across sites — or face-to-face at your own venue in:

London · Manchester · Birmingham · Leeds · Bristol · Newcastle · Glasgow · Edinburgh · Cardiff · Belfast · and beyond

Prefer a wider programme? Combine this course with others in our in-house EDI training, or pair it with EDI consultancy support.



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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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