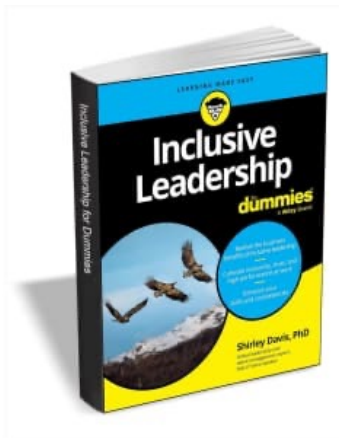


CliffsNotes Book Club Recap

Do you love books on leadership, neuroscience, and business ...
but just don't have the time to read all the books?

Join the 'CliffsNotes' club—where there's no pressure to pre-read the book, no membership required, no cost, and lots of discussion in just 90 minutes. Each month, you will hear a summary of highlights from a recently-published business book. This discussion summary is intended to provide a recap of the conversation at Book Club, rather than serve as a thorough book summary. We'll keep you "in the know" on the latest and greatest concepts and models. Register [here](#) for upcoming events.



Inclusive Leadership for Dummies by Shirley Davis, PhD

presented by Eric Peterson, MSOD

The "For Dummies" series (Wiley & Sons) has been around for 36 years, ranging from topics as diverse as computers, music, health, gardening, languages, and yes, leadership. Dr. Davis wrote her first Dummies book in 2001, on Diversity, Equity & Inclusion (DEI). This book was released earlier this year (2024).

Like all Dummies books, it's arranged in parts and concludes with "The Part of Tens." The books are not necessarily meant to be read straight through, nor follow a narrative arc. For true beginners, it's best to start at the beginning – but they can also be used as a reference when questions arise.

The "Parts" of *Inclusive Leadership for Dummies* are as follows:

Part One: Getting Started with Inclusive Leadership

Definitions, What Talent Needs, the Business Case for Leading Inclusively, and Assessing Yourself

Part Two: Developing Leadership Skills

Purpose, Vision, Values, Implicit Bias, Authenticity & Transparency, Empathy & Emotional Intelligence, Cultural Competence

Part Three: Leading Others

Leading Diverse & Hybrid Teams, Psychological Safety, Feedback, Conflict, and Communication

Part Four: Cultivating a Culture of Inclusion and High Performance

Assessing Employee Experience, Role Modeling, Advocating, and Applying an Equity Lens

The Part of Tens

CliffsNotes Book Club Recap

Do you love books on leadership, neuroscience, and business ...
but just don't have the time to read all the books?

"If you call yourself a leader and no one is following you ...
You're not leading. You're just taking a walk."

-- Dr. Shirley Davis

Part One: Getting Started with Inclusive Leadership

Inclusion: "... the degree to which an employee perceives that they're a valued member of the work group and encouraged to fully participate in the organization."

Workforce 2030: What impacts do these trends have on the way we lead today?

- The workforce will be much older.
- AI may have replaced jobs humans once held.
- Fewer full-time employees and more contract workers.
- Racial diversity is growing around the world (including the US)
- Gender pay gaps will improve (but not close)
- Hybrid and flexible work arrangements will remain in demand

The Business Case for Inclusive Leadership

- Accessing a Larger Talent Pool
- Enhancing Financial Performance and Company Reputation
- Driving Innovation and Creativity
- Boosting Engagement, Productivity, & Retention
- Growing Customer Loyalty & Expanding into New Markets

The Three P's of Personal Branding: Preparation, Packaging, and Presentation

Part Two: Developing Leadership Skills

"People want to work for leaders with vision, passion, self-confidence, and who know who they are and what they stand for."

Microaggressions/Intent vs. Impact (Example)

WHAT HAPPENED

(Pronouncing someone's name incorrectly, even after being taught how to pronounce it)

INTENT:

("This name is very difficult to pronounce.")

IMPACT:

("Your culture and humanity are a nuisance to me. I can decide for myself what your name is.")

AUTHENTICITY

Being true to your best self and genuine in your actions and words.

TRANSPARENCY:

A proactive commitment to being appropriately honest, open, and vulnerable.

Empathy: "... recognizing emotions in others, avoiding judgment, feeling with others when appropriate, conveying your understanding of another's emotions, and responding appropriately."

The 4 Domains of Emotional Intelligence: 1) Self-awareness, 2) Self-control, 3) Social awareness, and 4) Relationship Management

CliffsNotes Book Club Recap

Do you love books on leadership, neuroscience, and business ... but just don't have the time to read all the books?

Part Three: Leading Others

Sourcing Diverse Talent: Before you can lead a diverse team, you must build one!

- Hire differently
- Hire for the culture you want, not the one you have
- Look for what's missing on your team
- Be flexible and willing to let go of old ideas
- Check the language and imagery you use to attract applicants
- Be aware of legal barriers and pitfalls

Psychological Safety: "... the shared belief, held by its members, that a team is safe for interpersonal risk-taking." (Dr. Amy Edmonson)

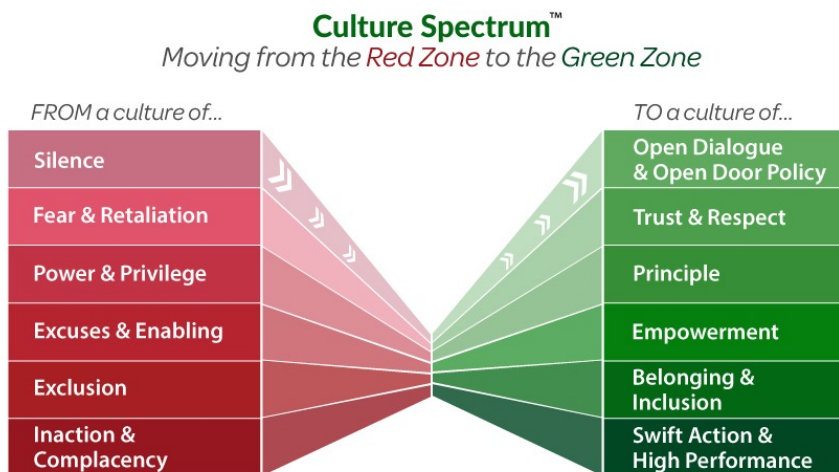
The 4 Stages of Psychological Safety: 1) Inclusion safety, 2) Learner Safety, 3) Contributor Safety, and 4) Challenger Safety

FEEDBACK focuses on the past, highlighting successes and mistakes an employee has made.

COACHING focuses on the future, identifying potential issues and fix them to enable better performance.

On Conflict: "In companies that depend upon creativity and innovation to succeed, conflict is often the way that bold new solutions are discovered."

Part Four: Cultivating a Culture of Inclusion and High Performance



Methods of Advocacy:

- Launching and leading ERGs
- Championing DEI education
- Mentoring and sponsoring diverse talent
- Seeking and leveraging diverse perspectives and solutions
- Demonstrating courage in difficult and unpopular situations

The Part of Tens

TEN MISTAKES TO AVOID if you want to be an inclusive leader

TEN THINGS that keep Inclusive Leaders up at night

TEN PRACTICES that Inclusive Leaders have in common