



SEVEN MISCONCEPTIONS ABOUT UNCONSCIOUS BIAS TOOL

ASSESS HOW YOUR PREFERENCES AND BIASES MAY BE NEGATIVELY AFFECTING YOUR TEAM

How many of these five best practices do you do regularly? If you can check off most or close to all of these habits and strategies (good for you!), then you're on your way to becoming a fair-minded, inclusive leader — with a stronger, happier, higher-performing team.

TEAM DYNAMICS ASSESSMENT

- ❑ I make an effort to learn about my team members' personalities and motivations.

EXAMPLES: Running a team-building session annually or when someone joins the team; reserving a few minutes during 1-on-1s to learn something personal about your direct reports and sharing so they get to know you, too. (Few things can expose your assumptions about people more effectively than getting to know them better.)

- ❑ I take steps to ensure that my preferences — or those of the most senior or loudest team members — aren't necessarily the default team norms.

EXAMPLE: Getting input from all team members when planning things like team celebrations (so they don't consistently place a burden on certain groups, like people who are parents or nondrinkers) or meetings (so they aren't always scheduled to be convenient for a particular group, like those located in the home office).

- ❑ I am careful to distribute mundane tasks equitably across the team.

EXAMPLES: Ensuring that each direct report has a mix of tasks that play to their strengths, areas for development, and interests (not only the same old tasks); rotating assignments of

tedious tasks like taking notes in meetings (research suggests that asking for volunteers may disproportionately place women in these mop-up duties).

- ❑ I recognise when someone makes a joke or statement that may be inappropriate, and am prepared to respond.

EXAMPLES: Giving thought to the sort of jokes or statements that may be out of bounds considering your and your team's standards (like those about politics, gender, ethnicity, and health or socioeconomic status); planning a ready-to-go response to inappropriate comments (i.e., in front of others, "*Hey, that's not funny — let's get back to focusing on our work*"; 1-on-1, "*I'm concerned that statements like that may make some on the team feel uncomfortable or unwelcome*").

- ❑ I give new team members the opportunity to shape our team culture.

EXAMPLES: Asking for feedback and suggestions on the team's existing habits and traditions; inviting a new team member to pick where the team goes to lunch or decide how to celebrate a team win.