Phrases, Questions, and Sentence-Starters for Inclusive Leaders

Directions: This list provides a range of inclusive language prompts, sentence starters, and questions for leaders to encourage open communication, recognize individual strengths, promote collaboration, and embrace the uniqueness within their teams. Practice using these terms to create inclusive dialogue during our next activity.

Inviting All Perspectives:	Acknowledging Differences:	Creating an Open Environment:
"I'd love to hear your perspective on..." "What are your thoughts on this?" "How do you see this situation from your point of view?" "Let's gather insights from different angles. Who else would like to share?"	"We have a team with various backgrounds, so I'm interested in hearing how each of you sees this." "Our team's strength lies in our unique talents, so let's tap into that." "We bring unique experiences to the table; let's leverage those strengths."	"Feel free to express your thoughts openly and honestly." "Your input is valuable, and I encourage you to contribute." "This is a safe space to share your opinions without judgment."
Active Listening:	**Affirming Contributions:**	**Avoiding Assumptions:**
"Could you elaborate on that?" "I want to make sure I understand your viewpoint correctly..." "Tell me more about what you mean by..." "How do you feel about what's being discussed?"	"That's a great point you've brought up." "Thank you for sharing your insights." "I appreciate your input; it adds depth to our discussion."	"Let's not assume everyone is on the same page; does everyone understand?" "Before we proceed, does anyone have questions or need clarification?"
Using Inclusive Language:	**Promoting Empathy:**	**Fostering Open Communication**
"Let's work together on this." "We're a team, and our collective strength lies in..." "We value each person's contribution and perspective."	"How do you think this decision might affect different team members?" "Let's put ourselves in others' shoes and think about their perspective."	"Let's make sure everyone has a chance to share their insights." "Are there any viewpoints we haven't considered yet?" "What might others think about this idea?"