

INCLUSIVE LEADER TOOLKIT:

SITTING WITH SILENCE

SILENCE

Silence.

We all have a relationship with it. And even that can change based on the circumstance.

For some of us, silence creates the desire to fill the space or escape. For others it's a place to think and to breathe.

One thing is for sure, use of silence is a great leadership skill and understanding our relationship to it and our direct reports relationships to it can go a long way in helping us to leverage this natural part of communication for our betterment.

Spend some time with these questions about silence and consider inviting them into conversation during meetings with your team members. Understanding these differences can make all the difference!

GIVE IT SOME THOUGHT



1. How does silence generally make you feel? Calm? Nervous?
2. What tends to be your gut reaction when silence arrives? Fill the space? Think?
3. Sometimes silence is what a moment needs. What are some ways that we can leverage it and ensure that there is space for it taking into account the varied and diverse relationships people have with it?
4. What are some ways that we can call ourselves back in if we find ourselves escaping needed silence?



TOOLS AND TIPS

Naming silence can help us create more comfortable space for it. That can look like:

- Announcing a pause and honoring that (Let's take two minutes with it on our own before we dialogue)
- Naming silence as an option when soliciting feedback (Let's create some silence for anyone who might want to share or take a beat)

INCLUSIVE CALENDAR

APRIL, MAY, JUNE 2025

So much of belonging is being known. We are all unique and knowing the parts of team member's identities which they value can go a long way toward increasing their sense that they belong here.

Each quarter, DEIB will provide a calendar so that you and your teams can begin to explore the many observances throughout the year that may go unnoticed. We have even included health-related awareness and advocacy days that you might find honor your team member's personal experiences and/or professional passions. And you'll notice that at the bottom of each month, there are blank squares for you to fill in yourself.

Are there team member birthdays or personal or work anniversaries that you would like to observe? Other holidays or observances not on the calendar that you would like to honor? Consider this just another tool in your inclusive leader toolbelt to bring with you to those valuable 1-on-1s.

Remember, not all team members celebrate holidays and/or birthdays and it is important to take note of and honor that as well!



April 2025

DAY	EVENT/LEARN MORE	CULTURE/COMMUNITY
2ND	<u>WORLD AUTISM DAY</u>	WORLD
12TH	<u>JEHOVAH'S WITNESSES: THE MEMORIAL OF JESUS' DEATH</u>	WORLD
13-20	<u>PASSOVER</u>	JEWISH/WORLD
14TH	<u>VAISAKHI</u>	SIKH, HINDU/WORLD
20TH	<u>EASTER</u>	CHRISTIAN/WORLD
ALL MONTH	<u>WORLD AUTISM MONTH</u>	WORLD

Use the blanks to keep track of dates that are important to your team members like holidays, birthdays, and work anniversaries!

May 2025

DAY	EVENT/LEARN MORE	CULTURE/COMMUNITY
5TH	<u>NATIONAL DAY FOR AWARENESS OF MISSING AND MURDERED INDIGENOUS WOMEN AND GIRLS</u>	USA
12TH	<u>VESAK (BUDDHA DAY)</u>	BUDDHIST/WORLD
15TH	<u>GLOBAL ACCESSIBILITY AWARENESS DAY</u>	WORLD
17TH	<u>INTERNATIONAL DAY AGAINST HOMOPHOBIA, TRANSPHOBIA, AND BIPHOBIA</u>	WORLD
17TH	<u>ARMED FORCES DAY</u>	USA
28TH	<u>ASCENSION OF BAHÁ'U'LLAH</u>	BAHAI'Í/WORLD
ALL MONTH	<u>MENTAL HEALTH AWARENESS MONTH</u>	WORLD

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June 2025

DAY	EVENT	CULTURE/COMMUNITY
2-3	<u>SHAVOUT</u>	JEWISH/WORLD
7-10	<u>EID AL-ADHA</u>	ISLAM/WORLD
12TH	<u>LOVING DAY</u>	USA
18TH	<u>INTERNATIONAL DAY OF COUNTERING HATE SPEECH</u>	WORLD
19TH	<u>JUNETEENTH</u>	USA
ALL MONTH	<u>LGBTQ+ PRIDE</u>	WORLD

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