



Your Inclusive Training Checklist

10 Quick Ways to Upgrade Any Training Module

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These are the fast wins. If you want the full Starter Kit with expanded tools and resources you'll find my contact info inside.

Why Inclusive Training Matters During Organizational Change

Introduction

When organizations go through major change — a new system, a brand standard shift, or a global merger like Marriott–Starwood — the teams that thrive aren't the ones with the biggest budgets. They're the ones with a foundation of trust and belonging.

Inclusive training design helps build that foundation by making every stakeholder — from the front line to the executive office — feel seen, valued, and prepared to navigate change confidently.

This checklist gives you 10 quick inclusive upgrades you can make to any existing training module. Pick one and try it on Monday.

10 Quick Inclusive Upgrades for Any Training Module

1. Add a global case study or scenario



Rework one scenario to include international guests, cross-cultural communication, or a diverse employee perspective.

2. Swap imagery for more representation



Include photos or illustrations that reflect a global workforce and customer base.

3. Simplify language for non-native speakers



Remove jargon, shorten sentences, and ensure plain-language clarity.

4. Add closed captions to any video



A fast accessibility win that benefits multiple groups of learners.

5. Check color contrast and font readability



High readability supports learners with low vision and neurodivergent learners.

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6. Add reflection questions that build empathy



Example: “How might this process look to someone who’s new to the organization?”

7. Offer content in two formats (visual + written)



Slides + transcript, PDF + audio clip, etc.

8. Bring in a cultural touchpoint



Add a detail that reflects global norms, guest expectations, or communication styles.

9. Remove stereotypes and gendered language



Make sure roles, examples, and phrasing are inclusive and neutral.

10. Invite learner voices



Add one open-ended question, discussion prompt, or quick polling moment to gather diverse viewpoints.

Ready to go deeper?

This checklist is a tiny slice of the full FIRRSTM approach.

I'm putting together a full FIRRSTM Inclusive Training Starter Kit with expanded tools and resources — coming soon.



If you'd like early access when it's ready, just send me a quick message:

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