

WORDS AT WORK

Building inclusion through the power of language

Language is a powerful tool that can enable a diversity of people (from different ages, cultures, genders etc.) to feel able to contribute, valued, respected and one of the team or under-valued, disrespected, and an 'outsider'.

This evidence-based knowledge program utilises DCA's research findings to show how inclusive language can improve workplace culture and drive productivity. It equips participants with the skills, knowledge, and resources to understand what inclusive language is, how to identify and respond to non-inclusive language, and contribute to a more inclusive workplace.

CONTENTS

All DCA programs begin with an Acknowledgement of Country, information on program ground rules, expectations and learning outcomes; and end with time for Q&A.

Part 1: Introduction to D&I

- What are diversity, inclusion and intersectionality?
- Social and professional identities
- The four essential elements of inclusion
- The case for D&I, and why it matters – What DCA research says

Part 2: About #WordsAtWork and inclusive language

- Introduction to inclusive language and its critical role in fostering inclusion
- Busting myths about inclusive language
- What is non-inclusive language and the impact of non-inclusive language
- Introduction to the #WordsAtWork guides
- Five Steps to Inclusive Language
- Discussion Activity

Part 3: Inclusive language for different diversity dimensions

- Deep-dive into inclusive language for up to six diversity dimensions including: Aboriginal and/or Torres Strait Islander background; age; gender; cultural diversity, disability and LGBTQI+ status.

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Part 4: Responding to non-inclusive language

- Learn how to respond to non-inclusive language at work and have the courage to call it.

Interactive activities

Also includes video + de-brief, group discussion and self-reflection activities.

LEARNER PROFILE

This program is suitable for employees any organisation and organisational level, regardless of prior subject knowledge.

FACILITATORS

Experienced DCA Facilitators deliver this program face-to-face or online.
[View our current panel.](#)

PRICING AND FORMAT

DCA Member rates (incl. GST):

Delivery Method	Program duration	Price (max of 30 participants)
Face-to-Face	90 mins	\$3,000
Virtual	90 mins	\$2,500

Non-Member rates (incl. GST):

Delivery Method	Program duration	Price (max of 30 participants)
Face-to-Face	90 mins	\$4,500
Virtual	90 mins	\$4,000

To encourage maximum learner participation, we recommend limiting groups to no more than 30 per program. Up to 10 extra employees can attend, however, this incurs an additional participant surcharge of \$500.00 incl. GST per program.

NEXT STEPS

To send through an expression of interest: Please complete our program EOI form. Alternatively, email workshops@dca.org.au or phone 02 8014 4300.

To proceed with the booking process: Please contact DCA's Knowledge Program Team – email workshops@dca.org.au or phone 02 8014 4300.

PROGRAM FAQs

See our [DCA Knowledge Program FAQs page](#) for more information.