

## Assessment Tool for Common Office Space for Inclusive Welcoming Environment Center for Diversity Education – [www.diversityed.org](http://www.diversityed.org)

**Step 1 (15 minutes):** Pick a partner. Enter each area and quietly observe. After you have finished your initial inspection get with your partner and go over your observations together and record your thoughts. Use these questions as a guide.

### Common Space Tour

As you assess each of these areas take time to reflect on the physical objects of the space, observe the objects in each area carefully. What conversations do you hear? What people do you see? How do you feel as you stand in the space? What messages are communicated in this space?

#### **Stand outside of the building and ask yourself:**

- Who would feel most comfortable finding the address of this business?
- Passing by on the street or sidewalk? Seeing a picture in a magazine or newspaper?
- Does the building's prior history influence the current space and how folks feel in it?

#### **Walk into the common area and ask:**

- Who would feel welcomed standing in the initial reception area?
- Is there information that informs and includes a wide variety of people?
- What messages are communicated?

#### **Third step: Choose additional spaces non-staff people visit and ask:**

- When folks come to the office or to an event at this business, do they see themselves in the space?
- Are there visual and auditory images that are reflective of a variety of cultures and perspectives?
- Are there books, magazines, and art that welcomes a variety of people and/or "starts a conversation"?

**Step 2 (15 minutes):** Debrief in a large group –what did you observe, hear, and feel as you toured the space? Who would feel most welcome here?

**Step 3 (15 minutes):** Go back out with your partner and enter each area and ask yourselves - ***“What would a welcoming, inclusive space look like?”*** What small changes might we make? Who should we include in this discussion?

**Step 4 (15 minutes):** Action steps going forward