



Monitoring for Signs of Exclusion Tip Sheet

When someone experiences the pain of exclusion, they are more likely to withdraw from the team and are less likely to share their ideas or communicate openly. Their commitment to the team's success diminishes.

By monitoring for signs of exclusion, you can intervene and prevent or stop it from happening.

When working or socializing with a group or team, try answering the following questions:

- Does every person talk an equal amount of time? Who talks the most? Who talks the least?
- Is someone's ideas listened to more than others? Is there someone whose contributions or ideas are regularly disregarded?
- What is people's body language telling you? Do some people sit closer together while others physically distance themselves? Who in the room appears relaxed? Who seems tense — arms crossed, shoulders hunched, jaw clenched, etc?
- When you are on break, which people tend to talk to each other vs which people don't engage?
- Who consistently goes to team or group lunches together? Is anyone missing?
- Is anyone consistently missing from after-hour events?
- Do you notice behavioral changes in someone depending on who they are talking to?
- On instant messaging or team chat apps, who are the people engaging in small talk/idle chit-chat vs who remains silent? Is it the same people every time?

Once you have made these observations, talk to your team leader about them and see what adjustments can be made.