

Supporting Accessibility in a Hybrid Workplace

GoSkills online course syllabus

Skill level

Beginner

Lessons

17

Pre-requisites

No prior experience needed

Video duration

50m

Estimated study time

50m 20s

Instructor

Jessica Williams

Introduction

1 Inclusive workplace basics

In a hybrid workforce where diverse employees work from multiple locations, creating an inclusive employee experience is a fundamental competitive advantage for attracting and retaining talent.

Basic Inclusion Principles

2 Pillars of success

Inclusive experiences require three pillars.

3 Fundamental content needs

While teams may share common goals, you must communicate effectively with people at multiple locations, some with disabilities.

4 Vision considerations

People who are blind or have low vision may struggle to view text or images.

5 Hearing considerations

People who are Deaf or hearing impaired can benefit from using chat, captions, and transcription.

6 Learning and neurodiversity

People with learning disabilities or on the autism spectrum benefit from additional support.

Inclusive Content Practices

7 Formatting matters

Tools like screen readers recognize pre-set templates.

8 **Images and links**
Many things count as "images" such as a border, line, or logo.

9 **Texture vs. color**
Many of us love using color, but those who are color blind or have low vision will struggle.

10 **Spreadsheet tips**
Spreadsheets with certain properties are difficult for people with disabilities to understand.

Inclusive Meeting Technology

11 **Agenda and materials**
Many people benefit from being able to prepare in advance by reviewing meeting materials.

12 **Creating descriptive introductions**
Providing a description of yourself can help your audience relate to you.

13 **Using webcams**
Sharing webcams helps build connections with your audience. After this lesson, you'll be able to follow key principles for using a webcam effectively.

14 **Live captioning**
For those with hearing impairment, processing disorders, or language difficulties, live captioning is critical.

15 **Reading order**
Reading order is especially critical in presentations.

16 **Chat and reactions**
Not everyone can or wishes to speak during a meeting.

Conclusion

17 **Review and assess**
As you reflect on the basics of inclusive content and meetings, evaluate and update your own content and meetings using the principles and practices in this course.

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