

1: Text-based quiz: true/false

2: Text-based quiz: multiple choice

Correct answer: 1.

Wrong answers: 3.

Tips: make sure to have the same length in all answers and not use obvious statements.

3: Image-based quiz

The images can be either in the question or in the answers. Be careful with copyright issues.

Upload the images to the relevant folder. In the Excel file, write the name of the image and insert the Drive link of the image.

4: Flipbook with Easy-to-Follow Tips for Employees

Template link:

https://www.canva.com/design/DAGktYfXMHY/qVx8QyuwLpy77KhhfamIZQ/edit?utm_content=DAGktYfXMHY&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton (make copies before editing!)

Purpose: Quick, accessible guidance on relevant workplace topics. Each partner can tailor the content to their theme, but follow a shared structure for consistency.

Suggested Structure (per flipbook):

- **Cover page** with title and short intro
- **4 to 6** clear content pages
- **Tip sections** (e.g., 5–7 key tips)
- **Short explanation + action point** per tip
- **Visuals/icons** to aid readability
- **Final page** with takeaway summary or checklist

Flipbook 1: Psychological Safety

EN: [Psychological Safety EN](#)

IT: [Psychological Safety IT](#)

ES: [Psychological Safety ES](#)

FR: [Psychological Safety](#) ✓

GER: [Psychological Safety DE](#) ✓

GR: [Psychological Safety GR](#) ✓

Title: “Feel Safe, Speak Up: Building Trust at Work”

Some ideas for Tips:

- It's okay to ask questions—even “basic” ones
 - Welcome different points of view without judgment, especially those from different cultural or personal backgrounds
 - Don't interrupt—show others they're being heard, even if their communication style is different from yours
 - Admit mistakes without fear of blame
 - Listen actively and without judgment
 - Actively invite input from underrepresented or quieter voices
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Flipbook 2: Dependability

EN: [Dependability EN](#)

IT: [Dependability IT](#)

ES: [Dependability ES](#)

FR: [Dependability](#) ✓

GER: [Dependability DE](#) ✓

GR: [Dependability GR](#) ✓

Title: “Count on Me: Simple Habits That Build Trust”

Some ideas for Tips:

- Do what you say you'll do
 - Keep others informed when things change
 - Be prepared, especially for meetings
 - Meet deadlines or renegotiate them early
 - Support your team when someone's struggling
 - Respect different work habits, time and communication norms—these may vary across cultures and backgrounds
 - Build trust by showing consistency and fairness with everyone, regardless of background
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Flipbook 3: Structure & Clarity

EN: [Clarity EN](#)

IT: [Clarity IT](#)

ES: [Clarity ES](#)

FR: [Clarity FR](#) ✓

GER: [Clarity DE](#) ✓

GR :[Clarity_GR](#) ✓

Title: “No More Guessing: How to Work With Clarity”

Some ideas for Tips:

- Use clear, inclusive, action-based language
 - Share agendas before meetings and allow space for input from everyone
 - Define goals and roles early, and make sure they’re understood by all
 - Recap decisions and next steps in writing to ensure shared understanding
 - Clarify expectations, even if they seem obvious, especially for team members with different professional or cultural experiences
 - Make information accessible for everyone: use plain language, visuals, and consider language proficiency and neurodiversity
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Flipbook 4: Meaning

EN: [Meaning EN](#)

IT: [Meaning IT](#)

ES: [Meaning ES](#)

FR: [Meaning FR](#) ✓

GER: [Meaning DE](#) ✓

GR: [Meaning GR](#) ✓

Title: “How to Create Meaningful Work through Purpose and Connection”

Flipbook 5: Impact

EN: [Impact EN](#)

IT: [Impact IT](#)

ES: [Impact ES](#)

FR: [Impact FR](#) ✓

GER: [Impact DE](#) ✓

GR: [Impact_GR](#) ✓

Title: “Make It Count: Small Actions, Big Inclusion”

Some ideas for Tips:

- Use inclusive, respectful language that doesn’t assume background, ability, or identity
- Step back so others can step up—especially those who may be overlooked

- Challenge assumptions—especially your own—and listen with curiosity
- Amplify underrepresented voices in meetings, emails, and group decisions
- Speak up when you see unfairness or exclusion, even if it feels uncomfortable
- Learn about and engage with your organisation's D&I efforts—and find ways to contribute
- Recognise that your actions, no matter how small, can promote fairness and belonging for everyone

5: Canva Videos

5-6 slides total

[Template link](#) (make copies before you edit!)

Purpose: Engaging, short-form video content to reinforce learning or inspire behaviour change. Think of it like micro-learning or mini-campaigns.

Suggested Length: 30 seconds to 1.5 minutes

Format: Animated text, icons, voiceover or subtitles (Canva is great for this)

Content Ideas:

1. **"Did You Know?" Facts** (e.g., 3 stats about one area)
2. **Step-by-step How-To's** (e.g., how to give constructive feedback)
3. **Myth-busting** (e.g., "Multitasking makes you more productive" – False)
4. **Campaign-style messages** (e.g., "Be the change: 3 small acts for a more inclusive workplace")

Tip: Keep the tone friendly, clear, and visually appealing. Partners could record short voiceovers in their own languages for localisation.

1. Psychological Safety

EN: [Psychological Safety vid EN](#)

IT: [Psychological Safety ITA](#)

ES: [Psychological safety vid SPANISH](#)

FR: [Psychological safety FR](#)

GER: [Psychological safety DE](#)

GR: [Psychological Safety GR](#)

Title: “Did You Know? Feeling Safe Helps Everyone”

Type: Did You Know? Facts

Script Concept (30–60 sec):

- 🧠 *Did you know?* When people feel safe to speak up, teams work better.
 - 💡 You're more likely to share ideas, ask questions, and learn from mistakes.
 - 💬 Psychological safety = feeling like **your voice matters**.
 - ✨ You can help create it by listening, being kind, and encouraging others.
Final message: “*Speak up. Support others. Help your team grow.*”
CTA: “What’s one thing you can say today to make someone feel safe?”
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2. Dependability

EN: [Dependability vid EN](#)

IT: [Dependability ITA](#)

ES: [Dependability vid SPANISH](#)

FR: [Dependability FR](#) ✓

GER: [Dependability DE](#) ✓

GR: [Dependability vid GR](#) ✓

Title: “4 Ways to Be Someone Your Team Can Count On”

Type: Step-by-Step How-To

Script Concept (45–75 sec):

1. ✓ *Say what you'll do—and do it*
 2. 📅 *Keep your promises, even the small ones*
 3. 🗣️ *Let others know early if you need help or more time*
 4. 👥 *Check in when someone looks overwhelmed*
Tone: Friendly, no pressure, just simple habits that build trust
Final message: “*Being dependable isn't about being perfect—it's about being consistent.*”
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3. Structure & Clarity

Link: [Clarity vid EN](#)

IT: [S&C ITA](#)

ES: [S&C vid SPANISH](#)

FR: [S&C FR](#) ✓

GER: [S&K DE](#) ✓

GR: [Clarity vid GR](#) ✓

Title: “Myth: Structure = Boring”

Type: Myth-busting

Script Concept (45 sec):

- ✗ *Myth:* “Structure makes work boring or robotic.”
 - ✓ *Reality:* Structure helps everyone know what to do and how to do it.
 - ☰ Clear expectations mean fewer misunderstandings.
 - 💡 When things are clear, you feel more confident and less stressed.
Final message: “Clarity gives you more time to focus on what really matters.”
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4. Meaning

EN: [Meaning vid EN](#)

IT: [Meaning ITA](#)

ES: [Meaning vid SPANISH](#)

FR: [Meaning FR](#) ✓

GER: [Meaning DE](#) ✓

GR: [Meaning vid GR](#) ✓

Title: “Bringing meaning to your work”

5. Impact

EN: [Impact vid EN](#)

IT: [Impact ITA](#)

ES: [Impact vid SPANISH](#)

FR: [Impact FR](#) ✓

GER: [Impact DE](#) ✓

GR: [Impact vid GR](#) ✓

Title: “Small Actions. Real Impact.”

Type: Campaign-style / Did You Know?

Script Concept (45–60 sec):

- 🌊 *Even tiny actions—like sharing a tip or being kind—can ripple outward.*
- 🌱 Your contributions shape the team, the customer experience, and the workplace.
- 📈 Progress isn’t just about big results—it’s also about consistency.
Final message: “You make more of a difference than you think.”
CTA: “What’s one small thing you’ll do today to create a positive impact?”

Do you want an inclusive team...?
What is it?

What can you do?
Did you know that...?

Make it a habit!