

Supporting Accessibility in a Hybrid Workplace

GoSkills online course syllabus

Skill level

Beginner

Lessons

17

Accredited by

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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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