

Inclusive and Accessible Writing

Course outline

Provided by: Performance Management Consultants – PMC Training



Reference no. 288-16

Duration 0.50 day(s) | 3:00 hours ¹

Website link <https://pmctraining.com/training/inclusive-and-accessible-writing/>

Learn to Incorporate Equity, Diversity Inclusivity, and Accessibility Principles into your Internal and External Communications.

Equity, diversity, inclusion, and accessibility (EDIA) are often promoted as essential concepts in Canadian society. However, we are rarely given the instruction needed to incorporate EDIA practices into our daily work. This course will discuss the importance of and methods for applying EDIA to our writing and document formatting. This will give participants concrete applicable instruction for incorporating inclusive language and accessible formatting techniques into anything they set out to write.

Learning outcomes

At the end of this workshop, you will be able to:

- Understand what inclusive language is.
- Understand how inclusive language and equitable practices reflect Canadian values.
- Use the right language to create a safe and inclusive workspace.
- Align your writing with the diverse identities of Canadians.
- Format a document that adheres to standards for accessibility.

Workshop topics

Inclusive Language

- Why equity, inclusivity, diversity, and accessibility in writing are important.
- Who benefits from adhering to EDIA principles in writing.
- What we need to consider when writing for different audiences.
- How we can incorporate inclusive language into our daily work.
- How to combine plain language principles with EDIA techniques.

¹ The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.

Formatting for Accessibility

- How disabilities affect someone's ability to read and process information.
- How tools we can use to address accessibility concerns and account for the varying needs of our readers.

Prerequisites

There are no prerequisites for this course.

Who should attend this course?

Anyone looking to gain the ability to write more inclusively and accessibly for people with diverse identities.