



AUSTRALIAN  
DISABILITY  
NETWORK

# 10TIPS

## for Inclusive Training



**Inclusive training ensures all participants can fully engage with, and benefit from learning opportunities, regardless of their abilities or learning styles. It removes barriers to participation and creates an environment where everyone can learn effectively.**

These tips will help you design and deliver virtual or in-person training that works for all participants and maximises learning outcomes.

### 1. Plan for Accessibility

Start with inclusion in mind:

- Ask participants about adjustment needs well in advance.
- Ensure environments are accessible (both online and training venues).
- Provide any materials in multiple accessible formats.

### 2. Design Adaptable Content

Ensure you cater to different needs:

- Offer content in multiple formats (visual, audio, text).
- Allow for different learning paces and styles.
- Include regular breaks and varied activities.

### 3. Prepare Accessible Materials

Make all resources work for everyone:

- Provide an agenda in advance. Include details of types of activities.
- Use clear, simple language and consistent formatting.
- Include image descriptions and transcripts for multimedia content.

### 4. Create Interactive Options

Enable participation in different ways:

- Offer multiple ways to contribute to discussions.
- Include both individual and group activities.
- Provide alternatives to role-play or physical activities.
- Create a safe space where participants can choose how to participate.

## 5. Support Different Learning Styles

Accommodate diverse approaches to learning:

- Break complex information into manageable chunks.
- Use real-world examples and practical applications.
- Incorporate visual, auditory, and kinaesthetic learning opportunities.

## 6. Enable Virtual Access

Make remote participation effective:

- Ensure online platforms are accessible with assistive technologies.
- Provide clear instructions for using virtual tools.
- Include engagement options for remote participants.

## 7. Build in Flexibility

Allow for individual needs:

- Offer extended time when needed.
- Provide alternative assessment options where required.
- Allow participants to take breaks as needed.

## 8. Foster Inclusive Discussion

Create safe spaces for learning:

- Establish clear ground rules for respectful interaction.
- Ensure everyone has opportunities to contribute.
- Manage dominant voices and encourage diverse participation.

## 9. Check Understanding

Ensure learning is effective:

- Use multiple methods to assess understanding.
- Provide opportunities for questions and clarification.
- Offer follow-up support and resources.

## 10. Gather Inclusive Feedback

Improve future training:

- Create accessible feedback mechanisms.
- Ask specifically for feedback about accessibility and inclusion.
- Act on suggestions for improvement.

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Inclusive training creates better learning outcomes for everyone and demonstrates your organisation's commitment to accessibility. Get in touch with Australian Disability Network to learn more about how you can make your training programs more inclusive and effective.