**3. LEARN: Take the time to learn about inclusive language, why it's important, and how to use it.**

Explanation of Issue: Inclusive language doesn't inherently exclude people and is sensitive to people of diverse backgrounds. Taking the time to learn and understand current and evolving preferred concepts and terms can be a simple but impactful way to be inclusive. Using inclusive language is a powerful way of communicating mindfulness.

Practical Tools
- Familiarize yourself/staff/colleagues with appropriate terminology and take time to understand why other terms are hurtful or hateful.
- Study our glossary of current inclusive terms (APPENDIX 1).
- Pay attention to the language you use:
  - Use open, inclusive language.
  - Ask and share preferred pronouns.
  - Avoid stereotypes, making assumptions or judgement, and inherently discriminatory language.
  - Refer to the person first, e.g. woman who is deaf vs. deaf woman, people with disabilities vs. disabled people.
  - Use gender neutral and welcoming signage in the office. Use inclusive language and images in social media and marketing materials.
- Understand that this is an ongoing effort - language changes regularly so continue to pay attention to emerging trends in inclusive language.
- Watch the video "[Great Presentations - Use Inclusive Language](#)" by Tyrone Holmes. Key lessons from the presentation include:
  - Avoid analogies because they assume the same cultural frame of reference.
  - Avoid slang or jargon because it can be misunderstood or offensive.
  - Use stories and examples instead, as this allows for self-disclosure, shared experiences, and for others to see your perspective.

What Is Already Being Done in Our Community
- Steamboat Springs High School teachers are provided with a toolkit, QueerTalk: Reaching LGBTQ+ Youth and Creating a Safe School Environment, which provides resources to help create a safe environment for LGBTQIA youth.
- Some members of Leadership Steamboat class have put preferred gender pronouns in their email signatures.