

Guideline for the implementation of inclusive online trainings at DW

Note: This guideline serves as a reference and does not claim to be complete or permanently up to date. Therefore, we ask you to independently check for updates to the tools being used to ensure that accessibility requirements are still being met. If there are any doubts, please reach out to your contact person at Learning and Development.

Deutsche Welle wants to ensure that its training opportunities are equally accessible to all employees and freelancers. Especially in times of online meetings and trainings, it is of great importance that no one is disadvantaged. We will show you how you can create a more inclusive environment through small measures and tips.

1. Point out the general rules of conduct

Ask the participants in advance whether there are any barriers. Point out the general online "meeting etiquette" (in particular, mute the microphone and use the "raise hand" function, how is the chat used, for example). Also communicate the agenda and the tools to be used. Make sure that all participants can use the tools and allow enough time for an introduction or explanations.

2. Find out about accessible settings in Microsoft Teams

There are various functions in Microsoft Teams that contribute to greater accessibility. The most important functions are listed below:

a) Use live presentation for accessible slide sets:

If you would like to share slide sets with the participants, we recommend that you use the "Live presentation" function. Here you and the participants can make the following accessible settings:

- Using the laser pointer to better highlight content
 - Using the translation function for language barriers
- Using the subtitling function for audio barriers
- Using the audio function for visual barriers

b) Camera on for an inclusive meeting

We recommend that you always hold meetings by video transmission. This allows participants to see the gestures and facial expressions of the person who is speaking - and thus better understand and categorize what is being said. In addition, people with a hearing impairment can read the lips of the other meeting participants.

c) Involve everyone with the chat function

We recommend that you encourage all participants to also use the chat to ask questions or contribute ideas. This allows more introverted people, for example, to have their say in a large group.

d) Allow enough time for queries and unforeseen events

Actively approach the participants again and again to make sure that everyone is on board. Be patient with all participants: We all have different (socio-cultural) backgrounds and different levels of knowledge, skills and abilities, education and professional experience - so it's great if you respond to the different needs of the participants where necessary.