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# **I01 INCLUSION CHAMPION PROFILE**

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## **Work-Aut**

Leveraging WBL to foster professional inclusion of people affected by Autism Spectrum Disorder

**Authors: CIAPE - Centro italiano per l'apprendimento permanente  
BFE - Business Foundation for Education**



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## Why an Inclusion Champion Skills Profile

While there has been much more conversation about inclusion of people on the autism spectrum in the labour market in recent years, many companies are still sceptical or have difficulty recruiting, inducting, and retaining people on the autism spectrum in the workplace.

The main objective of this tool is to support HR managers, employment officers, job counsellors aiming at improving their inclusion attitude and sensitivity to develop the role of "Inclusion Champion" in the companies and organisations where they work and thus make the inclusion of people on the autism spectrum in the labour market easier, possible, and successful.

An Inclusion Champion is someone who takes action to raise awareness of the meaning and the benefits of employing people on the autism spectrum in companies. They support adaptation and better understanding the needs of those people in the workplace and assist overcoming stigma. Inclusion Champions are important for each organisation because they role model inclusion. They are the people taking action to ensure organisations' inclusion and diversity objectives are achieved: they are making inclusion an everyday reality. Inclusion Champions accept formal or informal responsibility for supporting, developing, and driving inclusion forward. Inclusion Champions are not expected to be experts about accommodating people on the autism spectrum in the workplace. Their role is to promote an overall positive attitude towards these people and thereby help to increase their inclusion in the labour market.

Creating an accepting, inclusive and educated culture is not only important to reduce the chances of discrimination, it will also allow all employees to feel welcome, safe and valued. There is lots of evidence to show that if someone feels happy and secure at work, they are more likely to stick around for longer and perform better in their role.

The Skills Profile points out the skills and responsibilities needed to develop a successful role of „Inclusion Champion“ , in line with the ESCO classification (ESCO - European Skills, Competences, Qualification and Occupation - is the European multilingual classification of Skills, Competences and Occupation). It is presented by highlighting the essential tasks of the role and comparing these to the skills needed to successfully carry them out. The skills pillar of ESCO contains 13,485 concepts structured in an hierarchy which contains four sub-classifications. The same categorisation is used for this elaboration: Knowledge; Skills; Attitudes and values; Language skills and knowledge. Hence, starting from the field research results, skills are ranked (core, important, optional) in a

weighted way in order to help organisations understand the skills essential from the outset and those that can be developed as part of an ongoing process (either through training or the organic growth of the role as it becomes more established).

The main skills in the table are coloured in green and they are the knowledge, skills, attitudes, and values that the person chosen to take on the role of Inclusion Champion is important to own and demonstrate to fully fulfil the goals and objectives of this position. Important skills are highlighted in orange, and optional skills are highlighted in blue and are knowledge and skills that can be further developed over time.

The skills and responsibilities described in this Skills Profile can be included in a self-assessment questionnaire, be part of the interview for choosing a person in the organisation that will take on this role or be part of a role description. They will help the role of Inclusion Champion to be understood and developed in its entirety.

## Inclusion Champion Skills Profile

TASKS	SKILLS CLASSIFICATION			
	Knowledge	Skills	Attitudes and values	Language skills and knowledge
<b>To raise awareness of inclusion of people on the autistic spectrum in the labour market.</b>	<p>Know and understand the main issues relevant to the workplace adaptation of people on the autism spectrum.</p> <p>Encourage best practices in the organisation where every employee feels equal and important.</p>	<p>Organise inclusion working groups, themes, events, materials, and training, in collaboration with both internal and external networks.</p> <p>Reflect on their own cultural heritage and biases and develop</p>	<p>Believe in people.</p> <p>Inspire hope.</p> <p>Be Patience.</p> <p>Proactiveness and sense of initiative.</p> <p>Personal charisma.</p>	<p>Awareness of autism terminology.</p> <p>Use accurate terms when talking about autism.</p>



	<p>Know different methods and channels for disseminating information.</p> <p>Know how to leverage social media.</p>	<p>and refine skills to recognize biases in others.</p> <p>Engage and communicate regularly with staff on matters concerning Equality, Diversity and Inclusion.</p> <p>Provide information and raise awareness to staff about autism.</p> <p>Create a good relationship among employees by telling the importance of diverse cultures.</p> <p>Engage employees in activities where equality is promoted to raise awareness among them.</p> <p>Signpost people to appropriate places for information and advice.</p> <p>Talk about autism openly.</p>	<p>Open-mindedness.</p> <p>Constructive thinking.</p>	
<b>To promote the inclusive working environment</b>	<p>Understand the impact of stigma on people on the autistic spectrum.</p>	<p>Interact with employees on the autism spectrum.</p> <p>Contribute to a positive environment by reducing</p>	<p>Unprejudiced thinking, respectfulness, and tolerance towards all people despite their characteristics.</p>	<p>Appropriate and inclusive language that does not discriminate or stereotype.</p>



	<p>Know the fundamentals of human rights protection and advocacy.</p> <p>Understand the human growth and challenges.</p> <p>Know the fundamentals for building trusting relationships with people.</p> <p>Ensure that all employees are aware of their personal responsibility to support inclusion.</p>	<p>conflict among employees, acting as a mediator and helping to understand difficulties and find functional solutions.</p> <p>Encourage open discussions on topics dispassionately.</p> <p>Help the person who suffers from discriminatory behaviour.</p> <p>Act as a contact for all issues concerning the promotion of inclusion and the provision of related services.</p> <p>Encourage collaboration among peers to make the workplace more cohesive.</p> <p>Help to ensure that the organisation makes optimum use of the support and guidance provision available from the network and agencies that support it.</p> <p>Act as a role model by encouraging a culture that respects diversity, values</p>	<p>Sensitivity and capacity to relate to a diverse range of people in a non-judgemental and unbiased way.</p> <p>Acceptance of diversity.</p> <p>A positive forward-thinking attitude.</p> <p>Creativity in methods and approaches.</p> <p>Humanistic and holistic conception of people.</p> <p>Capacity to be influential and persuasive.</p> <p>Responsible leadership.</p> <p>Willingness to take risks.</p>	
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		<p>inclusiveness and reduces stigma and discrimination.</p> <p>Gather important information about how safe and secure employees feel at work.</p>		
<p><b>To foster transparency and equal opportunities in career development</b></p>	<p>Know methods for objective personnel decisions and talent management (e.g., Blind evaluation; Structured recruitment and performance evaluation; Transparency and accountability).</p> <p>Understand the occupational protection and occupational healthcare legislation.</p> <p>Understand the human psyche, healthcare and working capacity management.</p>	<p>Put relevant policies in place to support unbiased hiring, performance review and promotion, in a comprehensive and effective way.</p> <p>Identify the needs to change the policies and procedures.</p> <p>Ensure that policies and strategies are regularly updated.</p> <p>Clearly express ideas orally and in writing.</p> <p>Effectively present the information in front of the audience.</p> <p>Organise and deliver group work.</p> <p>Diverse skills in networking and cooperation.</p>	<p>Be fair, honest, and non-judgmental.</p> <p>Capacity for individual and teamwork.</p> <p>Capacity to be influential and persuasive.</p> <p>Innovative thinking.</p> <p>Openness to change.</p> <p>Loyalty.</p> <p>Ethical.</p>	<p>Write concise instructions in appropriate language.</p>



		Adapt work and knowledge of the organisation practices.		
<b>To promote internal staff training and/or campaigns to help employees understand the importance of inclusion</b>	<p>Know the techniques aimed at offering support to those who are making the effort to tackle their conscious and unconscious biases.</p> <p>Be aware of case studies likely to help the training participants to better understand and identify conscious and unconscious bias and adapt their workplace culture, processes, and practices to promote inclusion.</p> <p>Know how to approach the sessions and achieve</p>	<p>Research training needs.</p> <p>Organise and promote relevant internal training events or campaigns aimed at promoting awareness of conscious and unconscious bias.</p> <p>Complement the training with capacity building processes so that people learn strategies to mitigate the impact of their unconscious biases.</p> <p>Promote relevant internal training events or campaigns.</p>	<p>Interest in personal development.</p> <p>Encouraging knowledge sharing and learning culture.</p>	<p>Equip the members of staff being trained in inclusion related issues with skills and strategies to recognise and overcome unconscious language biases.</p>





	<p>effective delivery of the training programme.</p> <p>Know different methods to assess training needs.</p>	<p>Use interpersonal and organisational skills.</p>		
<p><b>To support employees on the autistic spectrum</b></p>	<p>Know what the world looks like in the eyes of people on the autistic spectrum.</p> <p>Know and understand the main diagnostic criteria of autism and the main challenges people on the autistic spectrum often face in the workplace.</p> <p>Know how to deal with meltdowns and shutdowns.</p> <p>Know and understand the opportunities and the strengths that people with ASD possess.</p>	<p>Be passionate in supporting people on the autistic spectrum.</p> <p>Create a sense of security and trust.</p> <p>Listen actively and effectively ask questions.</p> <p>Cope with emotionally demanding situations.</p> <p>Assess risk when someone should be referred to an external professional and refer staff to mental health support services as needed (e.g., counselling, or mental health services/).</p> <p>Offer a person-centric approach – treating each person individually.</p>	<p>Empathetic, care, compassion.</p> <p>Be a good listener.</p> <p>Observe.</p> <p>Be approachable and willing to help.</p> <p>Discretion and respect for the privacy of people seeking support and information.</p> <p>Desire to make a positive impact on the lives of others.</p> <p>Lived experience of mental health challenges.</p>	<p>Use the language of emotional intelligence.</p>



<p><b>To create opportunities to exchange good practices with other companies and organisations working in the field of social and professional inclusion of people and groups at risk of exclusion</b></p>	<p>Know how to systematise good practices.</p> <p>Understand human growth and challenges.</p>	<p>Stimulate other companies and stakeholders to take part in online and face-to-face events to share best practices.</p> <p>Use interpersonal and organisational skills.</p>	<p>Sociability.</p>	<p>Keep formal oral and written dialogs.</p>
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**Legend/How to read the table:**

Core skills

Important skills

Optional skills

