





All employees (field teams, supervisors, PMs, office staff, senior leadership

OCTOBER 13-17, 2025
EXECUTIVE SUMMARY



# CONSTRUCTION INCLUSION WEEK 2025 EXECUTIVE SULVIVISION WEEK 2025



## **PURPOSE**

The CIW 2025 Toolbox Talks are short, team-based discussions and strategic engagement tools designed to build awareness, strengthen workplace culture, and drive retention through short, action-focused conversations aligned with workforce development best practices. and make the industry more welcoming—one conversation at a time.

These talks align with CIWs national focus on **Workforce Development** and the 2025 theme of Opening Doors. These talks support CIWs 2025 five national pillars:



#### **Commitment & Accountability:**

Promoting leadership ownership and consistent follow-through on inclusion, culture, and workforce development goals across all levels.



#### **Economic Opportunity:**

Creating equitable access to contracts, careers, and business partnerships that help individuals, suppliers, and communities grow together.



#### Attract & Retain:

Expanding and sustaining a diverse talent pipeline by creating inclusive pathways, improving onboarding, and reinforcing reasons to stay.



### Belonging & Workforce Culture:

Fostering environments that enhance team cohesion, safety, and long-term retention."



#### **Community Engagement:**

Building lasting partnerships with schools, nonprofits, and neighborhoods to elevate the construction industry and inspire the next generation.

Each Toolbox Talk is action-focused and designed for flexible delivery across jobsite, office, and school environments.





# WHAT'S INCLUDED 13 CURATED TALKS COVERING

**MENTORSHIP** 

5 INCLUSIVE JOBSITE CULTURE

10 DISABILITY & NEURODIVERSITY

2 EARLY TALENT OUTREACH

6 MENTAL HEALTH

11 MICRO-INCLUSION

3 RESPECT & BELONGING

7 PSYCHOLOGICAL SAFETY

12 BRIDGING GENERATIONAL GAPS

4 SECOND-CHANCE HIRING

8 LIFE AFTER ATHLETICS

13 ECONOMIC OPPORTUNITY

9 VETERANS IN CONSTRUCTION



## EACH TALK INCLUDES

- 15-minute discussion script (10-minute delivery + 5 min discussion)
- Learning objectives
- Plain-language definitions, key concepts & activities
- Audience-specific examples for Jobsite, office, school/community & group activity options
- · Discussion questions to spark insight.
- General ask, group activities, and action steps.
- 2-3 curated external resources per topic
- Hashtags + social media prompt









### You can use the Toolbox Talks in 3 ways:

- CIW Week Format (1 talk per day: Oct 13–17, 2025)
- Weekly/Monthly Rotation (year-round workforce focus)
- Custom Application (pick a topic relevant to your site/team/season) veterans' day.



## DEPLOYMENT GOALS

- Foster team-led conversations that build inclusion, trust, and shared accountability across all roles and levels.
- Promote daily inclusive behaviors that shape culture—beyond policies, training, or titles.
- Strengthen retention and engagement by making jobsites and offices safer, more respectful, and more welcoming.
- Elevate overlooked voices and paths, bringing visibility to diverse lived experiences, nontraditional journeys, and untapped career routes.
- Connect workforce development to culture, showing how inclusion drives skill-building, growth, and long-term success.
- Encourage measurement and storytelling, helping teams track participation and share what's working.
- Deepen community and school engagement, using CIW as a platform to inspire future talent and build local partnerships.



### **HOW IT WORKS**

Site/office facilitator opens with the days Talk. Team engages in discussion or activity.

The group selects I takeaway action for the week.

Optional:
Share stories on internal channels or social media.

IMPACT METRICS
TO TRACK

Participation counts (sign-in, QR check-in)
Stories shared or team reflections.

\*\*ConstructionInclusionWeek\*
##CIWOpeningDoors
#BuildWithInclusion
#Based on Daily Topic





### **CONSTRUCTION INCLUSION WEEK 2025**

## **TOOLBOX TALK PILLAR ALIGNMENT**

TOOLBOX TALK TITLE	PILLAR ALIGNMENT
1. Opening Doors through Mentorship	Attract and Retain, Belonging & Workplace Culture, Commitment & Accountability
2. Spazzrking Early Interest in Trades	Attract and Retain, Community Engagement
3. Respect and Inclusion on the Jobsite	Belonging & Workplace Culture, Commitment & Accountability
4. Second-Chance Pathways to Careers	Economic Opportunity, Community Engagement, Commitment & Accountability
<ol><li>Every Role Counts: Building an Inclusive Site Culture</li></ol>	Belonging & Workplace Culture, Commitment & Accountability
6. Mental Health in Construction	Belonging & Workplace Culture, Attract and Retain,
7. Psychological Safety in Construction	Belonging & Workplace Culture, Attract and Retain
8. Pivot & Build – Life After Athletics	Attract and Retain, Economic Opportunity
<ol><li>From Service to Site – Construction Careers for Veterans</li></ol>	Attract and Retain, Belonging & Workplace Culture
<ol> <li>Different Minds, Same Mission – Disability &amp; Neurodivergence</li> </ol>	Attract and Retain, Belonging & Workplace Culture, Commitment & Accountability
11. Small Actions, Big Impact	Belonging & Workplace Culture, Commitment & Accountability
12. Bridging Generations: Building Together	Belonging & Workplace Culture, Commitment & Accountability
13. Economic Opportunity: Leveraging a Broad Source of Suppliers	Economic Opportunity, Community Engagement, Commitment & Accountability













Audience:

All team members, new hires, apprentices, and early-career workers, students

## CONSTRUCTION INCLUSION WEEK 2025

TOOLBOX TALK



**CIW PILLAR** 

Attract and Retain, Belonging & Workforce Culture, Commitment & Accountability **OCTOBER 13-17, 2025** 







This conversation introduces the power of mentorship and how it builds inclusion, confidence, and career development across the industry.

- Understand how mentorship improves retention and team culture.
- Learn small actions to build trust, signal support and inclusion.
- Spot teammates who may need encouragement or guidance.
- Learn how to practice every-day mentoring, even without a title.



### **Mentorship:**

A relationship where experience, encouragement, and insights are shared to support growth.

#### Mentee:

A person who receives guidance, feedback, and connection from someone more experienced.

### **Psychological Safety:**

The ability to speak up, ask questions, ask for help or admit mistakes without fear.

### Micro-Mentorship:

Small acts, like offering advice or listening, build trust, confidence, and culture. For example, taking 2 minutes to explain a task or checking in with a new team member.

## **EXECUTE**KEY CONCEPTS

- · Mentorship isn't a program, it's a habit.
- Starting in construction can be intimidating; especially for those new to the construction environment or entering
  from other industries. Mentorship helps someone feel seen, heard, and capable of growing in their role.







- Mentorship builds belonging by strengthening team cohesion, psychological safety, and confidence at every level.
- You don't need a title to mentor, just the intention to support someone.
- Mentorship helps people stay, grow and feel safe on the team.

### **ACTIVITY OPTIONS**

**General Ask:** Think about the first person who helped you feel confident in your role. What did they do, and how can you pay that forward, today or this month?

Below are several ways to practice mentorship, on site, in the office, or with community partners:















- Pair new workers with experienced teammates or peer mentor for informal daily check-ins.
- Inspire your team with a quick mentorship story during the morning huddle. Start a "Mentor Minute" during daily huddles, share a quick tip or lesson.
- Create a Words to Build By wall /platform for sharing the best mentor advice received.
- Feature a monthly "Mentor Spotlight" at your toolbox talk.
- Host rotating team-to-team check-ins for broader exposure and support.
- Collect anonymous "First Week Advice" slips and post on site board.



## OFFICE ACTIVITIES

- Host a day to sign up for Nationally Sponsored Mentorship Programs
- Launch "Coffee & Questions", a 15-minute chat between a senior and junior staff.
- Start a digital "Welcome Wisdom" board with short advice tips from employees.
- Connect with new team members to understand needs, offer support, and build rapport.
- Start a "You Belong Here" welcome letter tradition from tenured staff.



### **SCHOOL/COMMUNITY ACTIVITIES**

- Host a "Meet a Mentor" or "Why I build" panel.
- Invite students to write a note to someone who guided them.
- Connect emerging talent with students to share career paths in construction.



### **GROUP** ACTIVITY

- Hold small group discussions to reflect on one way mentorship made a difference in your own life. Share takeaways with the group.
- Create a team mentoring challenge, support one new person this month.
- Build a "Mentorship Commitment Tree" each person adds 1 thing they'll do.
- Share your most important career lesson with a teammate.
- In pairs, ask: "What do you wish someone told you earlier?"
- Host a Lunch & Learn to learn about the importance of Mentorship, especially in our industry.







- 1. What helped you feel supported as you entered the industry and/or role?
- 2. What does effective mentorship look like in the field or office?
- 3. How can mentorship break down cultural or generational barriers?
- 4. How can we build a culture where everyone is encouraged to mentor?
- 5. What tools or behaviors make it easier to offer support without formal programs?

You don't need a title to make someone feel seen, supported, or encouraged.

Look around. Who could use a quick word of support?

Who helped you when you started? That's mentorship. Let's pass it on..



### This Week:

- Offer advice or encouragement to someone new.
- Thank someone who supported your growth.
- Start a habit of daily check-ins with direct reports, apprentices, or interns.
- Share a story of mentorship on social media.
- Encourage your team to talk about what makes a great mentor.



### Post your impact

#ConstructionInclusionWeek #CIWOpeningDoors #MentorshipMatters Mentorship opens doors; and sometimes changes lives.

#### Resources:

National Mentoring Partnership
ACE Mentor Program of America or ACE Mentorship Video (Students)

<u>Build California - Mentorship Toolkit</u> <u>Mentor Program | Construction Management Association of A</u>

> OPENING DOORS THROUGH MENTORSHIP











Audience:

All employees: Field, office, leadership, Educators.

CONSTRUCTION INCLUSION WEEK 2025

TOOLBOX TALK



OCTOBER 13-17, 2024

TALK 2





This conversation encourages teams to actively promote construction careers to the next generation and build long-term pipelines of talent.

- Understand why engaging students early builds the future workforce.
- Learn how to share your story to make the trades feel relatable
- Know how to connect with students, educators and families.
- Spot myths about construction and know how to correct them.
- Inspire students to see construction as a first-choice career path.



#### **Trades Careers:**

Skilled roles such as electrical, carpentry, HVAC, plumbing, and welding, often gained through hands-on training or apprenticeships.

#### **Workforce Pipeline:**

The systems and pathways that introduce, prepare, and connect individuals, especially young people for careers in construction.

### **Career Exploration:**

Activities that help students discover what jobs exist and what it takes to pursue various career options.

#### Ambassador:

Anyone who promotes the trades through personal experience, enthusiasm, and encouragement.

## **EXECUTE**KEY CONCEPTS

- · Many families and students still believe construction is low-skill, low paying or not a viable career.
- Visibility matters, when young people see relatable role models thriving in this field, it shifts their mindsets.
- Trades careers offer purpose, income and mobility, and purpose, but students need to see it to believe it.





- A site tour, classroom visit, or casual conversation can be the spark that changes a student's future or inspire a career.
- Every team member, field or office, has the power to inspire the next generation by sharing their pride and story.
- Trades careers offer growth, income, mobility, and purpose, but students need to see it to believe it.

### **ACTIVITY OPTIONS**

**General Ask:** Think about when and how you first heard about construction as a career. What do you wish someone had shown or told you earlier?

Now consider how you could help students see the trades differently, today or this year.















- Practice 60-second "Trade Pitches" to describe your work in simple exciting ways and why it matters.
- Invite a youth program or school to tour the site safely.
- Create a "This is What We Build" photo wall or banner.
- Host an "Ask a Trade partner" Q&A during lunch.
- Feature a youth story board: "Why I'd Join Construction" (w/ Students quotes or drawings)
- Display stats about careers and job growth in visible areas.
- Add a team log: "3 Youth Outreach Ideas for Our Site"



## OFFICE ACTIVITIES

- Build a "Career Day Kit" with key talking points, visuals, and personal stories.
- Host a digital photo wall or social media campaign; "Why I Build" across departments.
- Record 1-minute employee intro videos to share with local schools.
- Invite youth participants to an office walkthrough or project planning session.



## SCHOOL/COMMUNITY ACTIVITIES

- Sponsor a "Tool Demo Day" with trade professionals and hands-on activities.
- Invite trade professionals to speak about their path to the industry.
- Partner with Science, Technology, Engineering, and Mathematics (STEM),
   Career and Technical Education (CTE) and shop teachers to co-host skill building sessions.
- Create take-home handouts for families explaining modern construction careers.



### GROUP ACTIVITY

- Break into small groups and brainstorm 3 ways your company could engage young students this year.
- Build a "Trades MythBusters" list as a team, ask, what do students get wrong about the industry?
- Each person shares one reason they love what they do, and who they wish they could tell.
- Watch a short video of a student trades spotlight (e.g., SkillsUSA) and discuss.
- Draft a classroom activity idea your team could bring to a school visit.
- Role-play a conversation with a student who says, "Construction isn't for me."







- 1. What stereotypes do students and parents/families have about construction careers?
- 2. How can we make construction more visible, and more relatable, to young individuals?
- 3. What stories or actions can you share to make construction, and the trades feel exciting?
- 4. How can we better partner with local schools or youth programs?
- 5. Who's someone that inspired you to pursue this path?

The next generation is watching.

Let's show them why construction is a future worth building.



### This Week:

- Speak at a local school classroom or on a career day.
- Share a video or post about what you do and what it means to you.
- Host or volunteer for a jobsite visit for students or interns or career day.
- Mentor a young person who is thinking about careers.
- Connect with a local community-based organization that focuses on trades or construction careers.



### Post your impact

#ConstructionInclusionWeek
#CIWOpeningDoors
#FutureOfTrades

Let's show the next generation that construction is not just a job, it's a future.

#### Resources:

<u>SkillsUSA</u> <u>YouthBuild</u> NAWIC Education Foundation
Build Your Future" (by NCCER)













Belonging & Workforce Culture,

Commitment & Accountability

## CONSTRUCTION INCLUSION WEEK 2025

TOOLBOX TALK



OCTOBER 13-17, 2024

WORKPLACE

TALK 3

**CIW PILLAR** 

Belonging & Workforce Culture, Commitment & Accountability





This conversation reinforces the importance of respect and inclusion in construction and how to foster a workplace where everyone feels safe, heard, and valued.

- Understand respect and inclusion in high-pressure jobsites.
- See how daily behaviors, good and bad, shapes trust, safety and morale.
- Learn how to respond to disrespectful actions or microaggressions.
- Understand how respect, psychological safety, retention, and results.



#### **Respect:**

Valuing others through positive behaviors, communication, and actions, especially in high-pressure environments.

### Inclusive Environment:

A workplace where all team members feel safe, heard, and valued regardless of role, background, or experience.

#### **Psychological Safety:**

Confidence that a team is safe for interpersonal risk-taking, including speaking up, asking questions, and making mistakes without fear of retaliation.

### **Microaggressions:**

Subtle, often unintentional actions, comments or behaviors that can be offensive, dismissive, or exclusionary.

## **EXECUTE**KEY CONCEPTS

- Respect isn't a buzzword, it's the foundation of safety, collaboration, and teamwork.
- Disrespectful behavior weakens trust, increases turnover, risk, conflict, and accidents.
- · Inclusion means everyone's voice matters, no matter their role, rank or experience.







- · Small actions, like using someone's name or asking their opinion, create a culture of respect.
- Everyone contributes to jobsite culture, not just supervisors or leadership.

### **ACTIVITY OPTIONS**

**General Ask:** Think about a time when you felt truly respected, or disrespected, on the job. What created that feeling? What did you learn? What made the difference?

Now think about how you show (or withhold) respect in your daily interactions.

















- Start every day/shift by greeting each team member by name.
- Post a "Respect on Site" board: teammates write one way they show respect.
- Host a "Respect Moment" during toolbox talks or daily huddles (shoutout someone's actions).
- Rotate who leads huddles to elevate every voice.
- Practice pausing and asking, "What do you think?" when someone hasn't spoken.
- Introduce a "One Ask, One Acknowledge" ritual at the end of each day.
- Invite team members to share a moment when they felt seen or heard.



## OFFICE ACTIVITIES

- Audit team meetings: Who speaks, who gets interrupted and who gets heard? Discuss what you see and recommend improvements.
- Create a "How We Talk Here" board (physical or digital) where teammates
  post examples of respectful language or communication habits that work
  well in your group.
- Pick one recent team message and discuss how tone and phrasing can impact trust. What came across clearly? What could have been better?
- Host a quick team check-in on language, what words build trust on this team, and what do we avoid?
- Create a "Field Notes" Highlight board to share lessons learned from the field.



## SCHOOL/COMMUNITY ACTIVITIES

- Invite students to design "Respect at Work" posters for display on sites.
- Lead a classroom discussion on how students define and demonstrate respect.
- Lead a classroom circle about inclusion and safety culture in the trades.
- Offer conflict resolution or teamwork workshops in youth training programs.



### GROUP ACTIVITY

- Reflect in pairs: Share one time you felt respected at work, and why it mattered?
- As a group, list 3–5 simple ways your team can show respect every day. Post it where everyone can see it.
- As a group, role-play what to say when disrespect happens.
- Host a 5-minute "Bias Check" circle: what assumptions might we bring to the work without realizing it?
- Ask: What is one habit we need to stop, and one we should start, to make this team more respectful?







- I. What does a respectful work environment look and feel like and what threatens it?
- 2. How should we address disrespect when we see or experience it?
- 3. What habits or traditions may unintentionally exclude people?
- 4. How can feedback be given respectfully under pressure?
- 5. What can each of us do to model inclusive behavior every day?

Respect is built in the small moments.
It shapes trust, psychological safety, and teamwork, every shift, every site.



- Thank you to someone you don't usually acknowledge.
- Pause and actively listen before responding to someone's idea.
- Address one disrespectful behavior constructively.
- Ask someone how they prefer to be included in conversations or decisions.
- Start a team conversation about norms and inclusion.



#ConstructionInclusionWeek #CIWOpeningDoors #RespectOnSite Every person deserves a safe, respectful jobsite, and everyone can build one.

Resources:

The Center for Respect National Equity Project <u>Psychological Safety Resource Center</u>





## SECOND-CHANCE PATHWAYS TO CAREERS

OPENING DOORS:
BUILDING A
WORKPLACE
FOR EVERYONE





Audience:

All employees and supervisors, jobsite, office, leadership

## CONSTRUCTION INCLUSION WEEK 2025

TOOLBOX TALK



**CIW PILLAR** 

Community Engagement, Economic Opportunity, Commitment & Accountability **OCTOBER 13-17, 2024** 







This conversation helps teams understand how the construction industry can offer new chances to people rebuilding their lives and careers.

- Understand what "second chance" means and how it benefits the industry.
- Recognize the strengths and potential of nontraditional career paths.
- Learn how to support teammates who are starting over. Explore ways to reduce bias and build trust.
- Understand how second-chance helps with retention and workforce growth.



#### Second-Chance Hiring:

Employment practices that provide opportunities for individuals reentering the workforce after personal or legal challenges, where appropriate and consistent with job requirements.

### **Inclusive Hiring:**

Practices that expand access to opportunity while removing systemic barriers.

#### **Reentry Support:**

Programs that help people transition back into the workforce, including job training, mentorship, and mental health services after being out for legal or personal reasons.

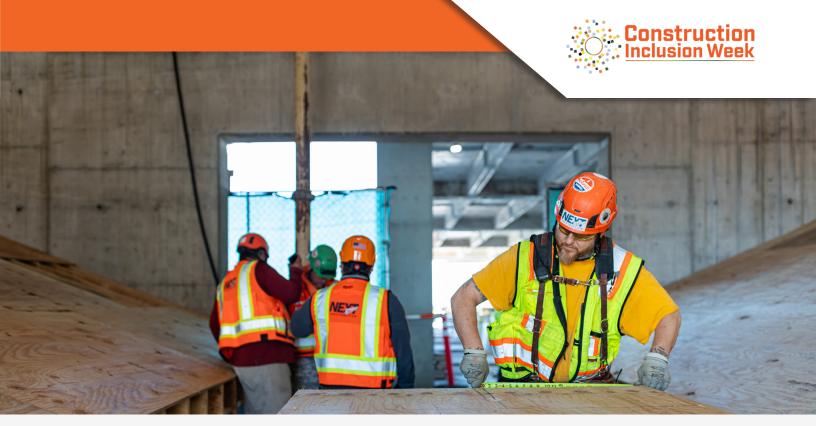
#### **Opportunity Barrier:**

Anything that makes it harder for someone to get hired or stay on the job (like no transportation, no references, or lack of recent experience).



- · Construction is a great path for people to start over because we build skills and careers, not just projects.
- Many workers with past convictions or personal setbacks often bring loyalty, grit, and a strong drive to prove themselves.







- Second-chance workers are not looking for charity, they want a real opportunity to contribute where they can earn trust and grow.
- · Respect, patience, mentorship and clear expectations help second-chance employees succeed.
- Hiring this talent helps reduce turnover, build stronger teams, and supports our communities.

### **ACTIVITY OPTIONS**

**General Ask:** Reflect on a time when someone gave you a second chance, at work in life or somewhere in between. What did that chance mean to you? How did it change your path?

Now imagine what it means for someone to be trusted and trained after facing big challenges.















- Talk about what "starting over" might look like in construction.
- · Review how we welcome new people, what works and what could be better.
- Share stories (anonymously if needed) of teammates who have rebuilt their lives.
- Ask: What do new team members need in their first 2 weeks to feel supported?
- Highlight a trade partner or program that works with reentry or recovery groups.
- · Check your jobsite signage, tone, and rules, do they reflect trust and growth?



### OFFICE ACTIVITIES

- Review current hiring and onboarding policies; look for language or steps that could exclude reentry talent.
- Invite a guest speaker from a local reentry or workforce support program.
- Host a "Build Your Second Chance" learning session across departments.
- Encourage hiring teams to look at skills and attitude, not just resumes.
- Challenge HR/teams to identify opportunities within their firms that second-chance employees could apply for.



## SCHOOL/COMMUNITY ACTIVITIES

- Invite guest speakers to share how they built careers after overcoming challenges, focusing on skills, growth, and
- persistence.
- Partner with training, recovery, or second-chance programs to offer site tours or info sessions.
- Share your company's story about supporting someone who started over and found success.
- Visit a local youth or justice organization understand to explain what jobs in construction look like.
- Lead a group talk about bouncing back from setbacks and building a future.



### GROUP ACTIVITY

- Draft a simple proposal for one second chance hiring initiative or job fair your company could sponsor or attend.
- In teams, list what it takes for someone to succeed on your crew, then ask: are we making that possible for everyone?
- Discuss: What kind of support would you want if you were new and had a tough past?
- Build a "Team Promise" to support people who are starting over.
- Watch a short video of someone who turned their life around through trades (e.g., Helmets to Hardhats or The Last Mile)









- 1. What does a second chance mean to you?
- 2. What helps someone feel safe and included when starting over?
- 3. What assumptions do we make about people's backgrounds, and are they fair?
- 4. How can we help supervisors, and team leaders support second-chance workers?
- 5. What's one thing our team could do better when welcoming someone new?

Second chances can change lives and strengthen teams.

Let's be the bridge to something better.



**Disclaimer:** Second-chance hiring should align with role readiness, company safety policies and legal frameworks to ensure role readiness and workplace safety.

- Welcome someone new to the team and ask how you can help.
- · Share a second-chance success story with your team. •
- Ask HR about your company's inclusive hiring policy.
- Reach out to a community partner working with reentry programs.
- Post a story or highlight someone who's thrived after a second chance.



#ConstructionInclusionWeek #CIWOpeningDoors #SecondChances Everyone deserves a chance to build their future; and construction is where it begins.

#### Resources:

Center for Employment Opportunities

<u>National Reentry Resource Center</u> <u>Home - The Last Mile</u>













Audience:

All team members, new hires, apprentices, and early-career workers, students

## CONSTRUCTION INCLUSION WEEK 2025

TOOLBOX TALK



**CIW PILLAR** 

Attract and Retain, Belonging & Workforce Culture, Commitment & Accountability OCTOBER 13-17, 2024







This conversation introduces the power of mentorship and how it builds inclusion, confidence, and career development across the industry.

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#### Mentorship:

A relationship where experience, encouragement, and insights are shared to support growth.

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A person who receives guidance, feedback, and connection from someone more experienced.

#### **Psychological Safety:**

The ability to speak up, ask questions, ask for help or admit mistakes without fear.

### Micro-Mentorship:

Small acts, like offering advice or listening, build trust, confidence, and culture. For example, taking 2 minutes to explain a task or checking in with a new team member.

## **EXECUTE**KEY CONCEPTS

- Mentorship isn't a program, it's a habit.
- Starting in construction can be intimidating; especially for those new to the construction environment or entering
  from other industries. Mentorship helps someone feel seen, heard, and capable of growing in their role.







- Mentorship builds belonging by strengthening team cohesion, psychological safety, and confidence at every level.
- You don't need a title to mentor, just the intention to support someone.
- · Mentorship helps people stay, grow and feel safe on the team.

### **ACTIVITY OPTIONS**

**General Ask:** Think of a time when you felt like part of the team. What did people do, or not do, to make that feeling possible? What made the difference?

Now think about your current team. How do you show people that they matter?

















- Start the day with "name + role" intros for new workers or subs.
- Rotate huddle leaders each week so everyone gets a chance to lead.
- Create a "Team Shoutout Board" where crew members post praise.
- Ask your team: What would make this site more respectful or welcoming?
- Share one new thing you learned about a co-worker this week.
- Make "see something, say something" part of your crew's daily rhythm, for culture too, not just safety.



### OFFICE ACTIVITIES

- Launch a "Culture Pulse" survey; then discuss one improvement idea. Qualtrics Pulse Survey Link.
- Post weekly "thank you" messages from the office to jobsite teams in break areas.
- Launch a "Who Helped You Today?" thank-you wall.
- Ask: "What's one thing we can do better to support the team in the field?"



## SCHOOL/COMMUNITY ACTIVITIES

- Host a "What Construction Looks Like" event with people from all roles, not
  just leadership.
- Let students or new hires shadow field crews, admin staff, or logistics' teams.
- Co-create a visual banner with students: "Everyone Has a Role."
- Invite students to identify 5+ types of jobs they did not know existed in construction.



### GROUP ACTIVITY

- In pairs, ask: What's something you do that others may not see, but help the team?
- List all the roles on your job or team. What happens when any one of them is missing?
- Share a moment when someone made your role feel respected.
- Break into groups and produce a "Top 5 Culture Boosters" list, post it on-site.
- Use stickers or markers: everyone tags where they feel most valued on site.
- Build a quick "All Roles Matter" visual on a whiteboard with everyone's input.







- What does a respectful jobsite feel like?
- 2. What work/jobsite habits might unintentionally exclude or isolate people?
- 3. How can leadership highlight quiet or behind-the-scenes contributors?
- 4. What does shared accountability look like in your team culture?
- 5. How can onboarding be used to introduce inclusive culture norms?

We all want to feel like our work, and who we are, matters.

That starts with how we show up for each other.



- Share a shoutout in your next meeting or huddle.
- Ask for input from someone you don't usually hear from.
- Recognize someone who doesn't always get credit.
- Suggest a culture-building norm to your supervisor.
- Post a moment where inclusion made a difference.



### Post your impact

#ConstructionInclusionWeek #CIWOpeningDoors #InclusiveCulture Inclusion isn't one person's job. Its everyone's role. Every day.

Resources:

<u>Catalyst – Inclusive Workplace Practices</u> <u>Belonging at Work Toolkit (Deloitte)</u> Center for Respectful Leadership







OPENING DOORS:
BUILDING A
WORKPLACE
FOR EVERYONE





Audience:

All team members, new hires, apprentices, and early-career workers, students

## CONSTRUCTION INCLUSION WEEK 2025

TOOLBOX TALK



**CIW PILLAR** 

Attract and Retain, Belonging & Workforce Culture,
Commitment & Accountability

**OCTOBER 13-17, 2024** 

TALK 6





This conversation helps teams talk about mental health without stigma and learn how to support themselves and each other.

- Understand why mental health is of jobsite safety.
- · Recognize signs of burnout, and emotional distress.
- Learn how to check in with others and ask for help.
- Talk openly around stress, anxiety, and depression.
- Understand how mental wellness affects retention and safety.



#### **Mental Health:**

How we think, feel, act, and manage stress, just like physical health, it affects how we show up at work and in life.

### Stigma:

Refers to a set of negative attitudes, beliefs, or assumptions that a person or group holds about a person or group based on a particular characteristic, condition, or experience.

#### **Peer Support:**

Assistance from individuals with similar life experiences to promote recovery, well-being, connection, and resilience.

#### **Burnout:**

A state of emotional, physical, and mental exhaustion caused by prolonged stress or pressure.

## **EXECUTE**KEY CONCEPTS

- The construction industry is physically demanding and mentally stressful; but conversations about mental health are often avoided.
- Mental health impacts every level of the team, from apprentices to leaders.







- · Construction has among the highest suicide rates of any industry; especially among men in male-dominated roles.
- · Workers are more likely to speak up about stress when they know their teams listen without judgement.
- · Asking a teammate how they're doing could be the most important safety check of the day.

### **ACTIVITY OPTIONS**

**General Ask:** Think about a time when you felt overwhelmed or stressed but pushed through anyway. Would it have helped to talk to someone? Did anyone notice?

Now consider: How can we make this team a place where people feel okay speaking up?

















- Begin toolbox talk with a quick "1 to 5" mood check (no pressure to explain).
- Post a resource sheet with national, local or company mental health contacts.
- Start a "Quiet Space" initiative. Create one area on site for short breaks or reset.
- Invite team to wear a color or sticker for Mental Health Awareness
- Share a healthy coping strategy or personal story that helped you deal with stress or loss.
- Designate a Mental Health Advocate or Point Person onsite. Work with your Safety teams.
- Invite a guest speaker to speak on Mental Health in Construction.



## OFFICE ACTIVITIES

- Host a 15-minute "Mental Health Moments" session once a month.
- Bring in a local Employee Assistance Program (EAP) or counselor for Q&A (anonymous questions allowed).
- Review how your team manages urgent stress, who can you call? What's the plan?
- · Post wellness posters or emergency hotline resources.
- Share a video or short story from someone in the industry who overcame a mental health challenge.
- Share a healthy coping strategy or personal story that helped you deal with stress or loss.



## SCHOOL/COMMUNITY ACTIVITIES

- Partner with local schools or unions to teach about "Mental Wellness at Work".
- · Co-host a youth mental safety day with short talks and role plays.
- Invite students to help create posters that normalize stress and support.



### GROUP ACTIVITY

- Go around and answer, what helps you reset when things feel off?
- Role-play checking in with someone who seems down. What feels helpful, what doesn't?
- Ask: What signs tell you someone's not doing well? List and discuss.
- Brainstorm one way your team can promote mental health on-site. Make a commitment together.







- 1. Why do so many people stay silent about mental health?
- 2. What are some signs that someone may be having a challenging time?
- 3. How can we support a teammate who's experiencing stress or burnout?
- 4. How can we support others without acting like counselors?
- 5. How can leaders reinforce the message that it's OK not to be, OK?

Psychological safety helps teams speak up — mental health support helps them stay whole.



### **This Week:**

- Ask a teammate," You good?" and mean it.
- · Take your full break, no guilt.
- Speak up if you need support or offer it to someone else.
- Display mental health resources in a visible place around the office or site.
- Consider taking or promoting Mental Health First Aid training.
- Invite a guest speaker on mental health.
- Review the Mental Health resources offered by your employer.



### Post your impact

#ConstructionInclusionWeek #CIWOpeningDoors #MentalHealthMatters You don't have to fix everything. But you can be the reason someone doesn't feel alone.

#### Resources:

Construction Industry Alliance for Suicide Prevention

<u>Man Therapy or Mental Health America (MHA)</u> <u>988 Lifeline</u>

MENTAL HEALTH IN CONSTRUCTION









Audience:

All workers, supervisors, leaders, apprentices, and support staff

## CONSTRUCTION INCLUSION WEEK 2025

TOOLBOX TALK



WORKPLACE

OCTOBER 13-17, 2024

**CIW PILLAR**Belonging & Workforce
Culture, Attract & Retain





This conversation helps teams understand how safety isn't just about PPE, it's about people feeling safe to speak up, ask for help and be themselves.

- Define what psychological safety and what it looks like on the job.
- Understand how team dynamics affect trust and safety.
- · Learn what helps people feel safe speaking up.
- Practice how to respond when someone shares a concern.
- Connect psychological safety culture to mental well-being and performance.



### **Psychological Safety:**

The belief that you can speak up, ask questions, or share concerns without being embarrassed or punished.

### **Supportive Supervision:**

Leadership that values feedback, listens actively and responds with respect.

#### **Trust Culture:**

A team environment where people feel like they will be backed up, not blamed.

### Check-in:

A simple, quick conversation asking someone how they are doing, workwise or personally.

# **EXECUTE**KEY CONCEPTS

- On the jobsite, people often stay quiet about problems because they fear looking weak, getting in trouble, or being judged.
- That silence can lead to actual harm, missed safety issues, burnout, or mental health struggles.
- Psychological safety isn't about being nice, it's about trust, clarity, and respect when it matters most. Example: When
  a new worker speaks up about a safety concern and the team listens—that's psychological safety in action





- Creating psychological safety means people feel like they belong and can ask for help.
- Culture is shaped by how we respond when people speak up.
- Everyone, not just supervisors, can help others feel safe.

### **ACTIVITY OPTIONS**

**General Ask:** Think about a time you had a concern at work but didn't speak up. Why not, and what might have helped you feel safe enough to say something.

Now flip it. When someone brought you a concern, how did you respond?















- Start a "You Good?" check-in at the start or end of shift, one team/crew member asks each person on the team. Consider adding a jobsite visual: "You Good? It's OK to Ask" sign/poster
- Practice responding to mistakes with "Thanks for telling me" before problem solving.
- Create a "Speak Up Wins" board to highlight when someone spotted and shared a concern.
- Discuss as a team: What's one thing that makes people stay quiet? How can we change that?
- Roleplay: Someone is nervous about asking for help, how do you make it easier?
- Build "Trust Norms" as a team with 3 behaviors you all agree to model.



## OFFICE ACTIVITIES

- Review how mistakes are managed, do people get support or blame?.
- Start your next team meeting with a safety moment about speaking up.
- Have supervisors practice saying: "Thank you for telling me, I've got your back."
- Share a real story where speaking up helped prevent something from getting worse.



## SCHOOL/COMMUNITY ACTIVITIES

- Teach students that safety includes mental and emotional well-being, not just gear.
- Practice, "What would you do if.....?" scenarios about peer pressure or fear of failure.
- Share stories from our craftworkers about times they needed help but stayed quiet, and what they would do differently now.



### GROUP ACTIVITY

- Break into small groups: each person shares a time they help someone feel safe at work.
- In pairs, ask: What would help you feel more comfortable sharing a mistake or concern?
- Have each group write one sentence about what psychological safety means to them?
- Share the phrase, "It's OK to ask" and brainstorm how to make that real on the job.







- I. What keeps people from speaking up at work?
- 2. How do you respond to mistakes, and what does that teach people?
- 3. What does it mean to have someone's back here?
- 4. What's the difference between fixing problems and blaming?
- 5. What's one way your team can build more trust this week?

Protecting mental health is just as important as protecting physical safety.

Start today: Listen actively. Say thank you when someone speaks up.

That's how psychological safety begins.



## **This Week:**

- Ask a teammate "You good?" and really listen.
- Thank someone who brought up an issue, even if it wasn't easy.
- Check your tone when someone makes a mistake, lead with support.
- Start building "trust norms" as a team.
- Consider attending or promoting Mental Health First Aid Training.



## Post your impact

#ConstructionInclusionWeek #CIWOpeningDoors #YouGood? Safety isn't just physical. Psychological safety helps people stay, speak up, and do their best work.

#### Resources:

Center for Construction Research and Training
Construction Industry Alliance for Suicide Prevention

Google re:Work - Guide to Psychological Safety







OPENING DOORS:
BUILDING A
WORKPLACE
FOR EVERYONE





HUNCEN

All roles, especially HR, Former student athletes, recruiters, trainers, DEI leaders, workforce educators

## CONSTRUCTION INCLUSION WEEK 2025

TOOLBOX TALK



OCTOBER 13-17, 2024

**CIW PILLAR** Attract and Retain, Economic Opportunity





This conversation explores how the construction industry can be a new path for former athletes transitioning from sports to construction careers.

- Recognize the skills athletes bring, like discipline, teamwork and leadership.
- Understand the challenges former athletes face post-graduation.
- Explore why construction is a great next team for athletes.
- Learn how to support athletes who are starting a new career.
- Help former athletes find direction, purpose and opportunity.



### **Career Pivot:**

A notable change in job direction, especially after a major life event like leaving competitive sports.

### Student-Athlete:

A person who balanced sports and academics, often highly driven and competitive.

### Transferable Skills:

Skills such as discipline, leadership, time management, and resilience gained through athletics and applicable to many roles in the workplace.

#### Coachability:

Willingness to accept and apply feedback; valued in both athletics and professional roles.

# **EXECUTE**KEY CONCEPTS

- · Every year, thousands of college athletes do not make it to the pros; but they leave sports with a wealth of talent.
- Athletes often experience shifts in purpose and career focus after sports, which construction careers can help realign.
- Construction offers a fast-paced, team-oriented environment that mirrors athletic culture.







- · Former athletes excel in performance under pressure, teamwork, and continuous improvement.
- · Mentorship, visibility, and purpose-driven work can help athletes find meaningful careers in construction.
- These career transition efforts are part of broader workforce readiness and retention strategies.

### **ACTIVITY OPTIONS**

**General Ask:** Think about a time with a big life goal didn't work out, and you had to pivot. What helped you move forward? Who opened a door for you?

Now imagine finishing your college athletic career with focus, discipline, and a strong work ethic, but no clear path forward. Thats where many former athletes find themselves.

















- Share a story of someone on the team who successfully transitioned careers, especially from sports, military, or other
- hands-on careers.
- · Pair new hires with field mentors who understand transition and hard work.
- Post a "Who Helped You Pivot?" wall with team stories.
- Ask your team: What habits from sports help you succeed here?
- Display athlete spotlights or profiles of tradespeople who were former student-athletes.



### OFFICE ACTIVITIES

- Partner with local college athletics departments for internships, job shadowing and info sessions.
- Include "pivot-friendly" language in your job postings (e.g., "Team Players wanted", "Structured learners welcome").
- Share short video testimonials from employees who used to be athletes.
- Launch a "Second Wind" program to welcome career changers with a tailored onboarding and mentorship plan.



## SCHOOL/COMMUNITY ACTIVITIES

- Offer a "What's next after Sports?" workshop with trade professionals and recruiters
- Create a handout comparing sports roles to construction roles (e.g., Captain = Foreman or Crew Lead)
- Partner with high school coaches or athletic departments to introduce athletes to trades careers.
- Invite former athletes to speak to students about building a career after competitive sports.



## **GROUP ACTIVITY**

- Roleplay a peer conversation with someone unsure about joining construction.
- In small groups, ask: What would you say to a student who feels stuck after sports?
- Create a "Team Strengths" chart: map typical athlete traits to construction job needs. Discuss as a team.
- Write a welcome message or post for athletes entering the company.







- 1. Why might former athletes feel unsure about what's next?
- 2. What strengths do they bring to our teams?
- 3. How can we help them feel like they belong, even without trade experience?
- 4. What does "coachability" mean on our site?
- 5. What's one thing we can change to make career changers feel more welcome?

Athletes bring motivation and discipline – they need visibility and opportunity. Construction can be that path.



## **This Week:**

- Invite a former athlete to share their story.
- Reach out to a local college or high school athletic department about career partnerships.
- Share a story about someone who successfully changed paths. Share on social media.
- Recognize someone who brought a new energy after changing paths.
- Discuss how your team can better support new beginnings.



## Post your impact

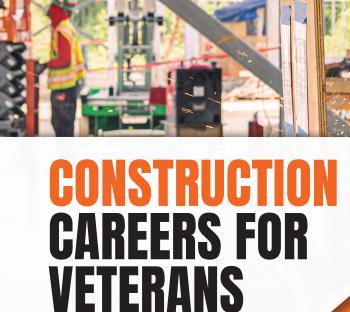
#ConstructionInclusionWeek #CIWOpeningDoors #LifeAfterAthletics The game might end, but the work is just beginning. Let's help athletes pivot and build.

Resources:

Athletes Soul Positive Coaching Alliance NCAA Career in Sports Forum
Construction Ready - Training Programs for Construction Jobs













Audience:

All construction professionals, veterans, HR teams, hiring managers, transition programs, team leaders.

# CONSTRUCTION INCLUSION WEEK 2025

TOOLBOX TALK



**OCTOBER 13-17, 2024** 

TALK 9

**CIW PILLAR** Attract and Retain, Belonging & Workforce Culture





This conversation shows how construction offers a strong career path for military veterans and how teams can help them transition successfully.

It supports veteran workforce inclusion and highlights the value of military experience in construction careers.

- · Understand how military skills transfer to construction roles.
- Recognize challenges veterans face when entering civilian careers.
- Use inclusive practices to support veterans on your team.
- Learn how to help veterans transition through onboarding and mentorship.
- Build a culture and inclusive environment that respects and supports veteran experience.



#### Veteran:

A person who has served in the U.S. Armed Forces (active duty, reserves, or National Guard)

#### Camaraderie:

Mutual trust and friendship among people who spend a lot of time together; often found in both military and construction settings.

### **Skills Translator:**

A tool or method used to connect military job experience with civilian career opportunities.

### **Mission-Driven Work:**

Jobs that are purposeful, team-oriented with structure and impact, aligned with clear outcomes; something many veterans value.

# **EXECUTE**KEY CONCEPTS

Many veterans bring strengths like leadership, discipline, adaptability, or a strong work ethic—especially when
expectations are clear. While every service member's experience is unique, construction can offer a familiar sense
of structure, purpose, and teamwork.







- · Construction shares many military values: structure, teamwork, mission-focus, and hands-on problem-solving.
- Many struggle with the shift to civilian jobs and may not know how to translate their skills.
- Simple things like clear communication, mentorship, and respect go a long way.
- Recognizing veterans' service, and their talent, builds loyalty and trust.

### **ACTIVITY OPTIONS**

**General Ask:** Think about someone who served in the military. What qualities did they bring to their work? How did others treat them?

Now ask yourself, what could we do to help more veterans see this industry as their next team.















- Host a "Veteran Spotlight" huddle; highlight team members who served.
   Thank them for their service.
- Ask a veteran crew member to share one lesson from service that helps them on the job.
- Create a "Service Wall" to display photos or team members' military backgrounds and recognize their service.
- Use color-coded badges or stickers to highlight veterans' experience if they
  choose to share it.
- Walk through your onboarding process, what could be confusing to someone newly out of the military?
- Host a "Day in the Life" talk by a veteran in construction for the crew.



## OFFICE ACTIVITIES

- Add veteran-friendly language to job postings (e.g., "structured environment," "mission-focused teams")
- Launch a "Veteran Buddy" Program, pair newly hired veterans with mentors during onboarding.
- Partner with a local Veteran Service Organization (VSO) or Helmets to Hardhats or other veteran employment programs to
- explore partnership opportunities.
- Include "veteran-friendly" language in job postings, (e.g., "We value military experience and welcome veterans to apply").
- Create a "Veterans at Work" story feature in internal communications or newsletters. Highlight veteran employees.
- Review your onboarding checklist through a veterans Lens. Ask: Would this make sense to someone new to civilian work?



## SCHOOL/COMMUNITY ACTIVITIES

- Partner with military transition programs for speaking engagements about careers in construction.
- Offer jobsite tours or internships for National Guard or reserve members.
- Co-host an "Intro to the Trades" event with veteran service organizations.
- Create a video or flyer showing how veterans thrive in construction.



### GROUP ACTIVITY

- In pairs, ask: What do veterans bring that we need more of on our teams?
- List of 5 things new veteran hires might struggle with, and how to help.
- Write a group welcome message or video for veteran applicants.
- As a team, review your job descriptions. Do they speak to veterans? Identify
   1-2 changes to better communicate alignment.







- 1. What makes construction a good fit for people coming from the military?
- 2. What parts of our onboarding or culture could be improved for veterans?
- 3. How can your company or team improve how it supports veterans?
- 4. What's one step we can take to make veterans feel respected, not just welcomed?
- 5. How can we elevate the voices of veterans already on our teams?

Veterans bring discipline, leadership, and a sense of purpose.

Let's honor service with opportunity, not just recognition.



## **This Week:**

- Invite a local veteran's group to your next job fair or site event.
- Share your company's commitment to veteran hiring on social media.
- Update job descriptions or career pages to highlight veteran pathways.
- Reach out to a local Veteran Service Organizations (VSO) to explore partnership opportunities.
- Ask how you can make onboarding easier for those new to civilian work?



### Post your impact

#ConstructionInclusionWeek #CIWOpeningDoors #FromServicetoSite "When veterans find their next mission in construction, everyone wins; let's build the bridge from service to site."

Resources:

Helmets to Hardhats
Hire Heroes USA

VA Career Resources







EMBRACING DISABILITY AND NEURODIVERGENCE

OPENING DOORS:
BUILDING A
WORKPLACE
FOR EVERYONE





Audience:

All team members – field, office employees, supervisors, DEI leaders, HR teams, educators.

# CONSTRUCTION INCLUSION WEEK 2025

TOOLBOX TALK



**CIW PILLAR** 

Attract and Retain, Belonging & Workforce Culture, Commitment & Accountability

**OCTOBER 13-17, 2024** 

TALK 10





This conversation empowers teams to understand and embrace disability and neurodiversity as vital dimensions of inclusion and innovation.

- Understand what disability and neurodivergence mean at work.
- Learn how diverse minds and abilities strengthen workplaces and teams.
- Practice small habits that support cognitive and physical differences.
- Identify barriers and suggest ways to improve accessibility.
- Build a team culture where everyone contributes in their own way.



#### **Disability:**

A physical, mental, sensory, or cognitive condition that may affect how a person works, communicates, or performs tasks.

### **Universal Design:**

Work environments and tools that are usable by everyone, regardless of ability.

#### **Neurodivergence:**

A non-medical term used to describe differences in brain function and behavior that may affect learning, attention, or social interaction," including autism, ADHD, dyslexia, PTSD, and more.

### **Accessibility:**

Making sure people can fully participate in work, physically, mentally, and socially.



- Roughly 1 in 4 adults in the U.S. lives with a disability.
- · Many disabilities are visible or shared but they still impact work experience.
- Disability and neurodivergence reflect natural variations in how people experience and contribute to work.







- · Construction needs all types of thinkers, analytical people, planners, and hands-on learners.
- Simple supports; like flexible communication styles, visual aids or quiet spaces, can make a big difference.
- · Everyone benefits when we remove physical, social, and procedural barriers to success.

### **ACTIVITY OPTIONS**

**General Ask:** Think about how your workplace could be more accessible; physically or socially. What is one small change that could help?

Now consider: What would help someone with different needs succeed on our team?















- Post signs or color codes with visual instructions to help all learning styles.
- Create a quiet break area or low-distraction zone if possible.
- Use drawings, models, or step-by-step checklists for key tasks.
- Add a "How Do You Learn Best?" question to team onboarding.
- Share one thing each person wishes others understood about how they work.



## OFFICE ACTIVITIES

- Review job postings and onboarding materials for inclusive language.
   Remove outdated terms like "must be able to..." and
- focus on actual job functions.
- Review how you give directions: Is it verbal-only, or backed up in writing and visuals? Ask: Do our meetings work for everyone?
- Share inclusive tools. Introduce items like color-coded plans, visual task lists, or noise-canceling options (earplugs,
- headsets.
- Use closed captions for virtual meetings.
- Host a lunch-and-learn with a neurodiversity advocate.



## SCHOOL/COMMUNITY ACTIVITIES

- Partner with schools that support students with disabilities or Individualized Education Programs (IEPs).
- Co-host hands-on construction activities that meet different learning styles
- Bring in tradespeople with disabilities to speak about their career path.
- Sponsor inclusive career day swag: visual guides, ear protection, QR code videos.
- Partner with disability-focused programs (e.g., Project SEARCH, DisabilityIN) for inclusive trade workshops.
- Invite students with disabilities to explore tools and safety gear with support.



### GROUP ACTIVITY

- In pairs, ask: What is one thing that helps you do your best work?
- Each person shares a myth about disability they have heard, and the truth behind it.
- Build a list: "Small Changes, Big Impact," team practices that support all minds.
- Watch a short video about neurodiverse tradespeople or professionals.
- Brainstorm accommodations that could improve experiences for everyone, not just those who ask for them.







- 1. What does inclusion look like for people who think or move differently?
- 2. How can jobsite and office environments be more welcoming to neurodivergent individuals?
- 3. What barriers; physical or cultural; might we be overlooking?
- 4. How do we make space for different strengths, not just speed or volume?
- 5. What can we do this week to make the job more accessible for everyone?

## When we build workplaces for all bodies and brains, we build stronger teams.



## This Week:

- Ask someone how they learn or work best and listen.
- Offer flexible communication options in meetings or training.
- Update a team process or tool to be more accessible.
- Offer support without judgment or assumptions.
- Thank someone who helped you see or think differently.



## Post your impact

#ConstructionInclusionWeek #CIWOpeningDoors #NeurodiversityInTrades Not every strength looks the same. But all of them help us build..

Resources:

<u>DisabilityIN</u> <u>Job Accommodation Network</u> <u>Project SEARCH</u> <u>Neurodiversity Hub - Resources for S</u>

EMBRACING DISABILITY AND NEURODIVERGENCE







BUILDING A
WORKPLACE
FOR EVERYONE





Audience:

Jobsite teams, office teams, team leads, new hires, senior leadership

## CONSTRUCTION INCLUSION WEEK 2025

TOOLBOX TALK



OCTOBER 13-17, 2024

TALK 11

CIW PILLAR

Relonging & Workf

Belonging & Workforce Culture, Commitment & Accountability





This conversation reinforces that culture is not built by one big moment, it's built by daily actions and how we treat each other.

- · Understand how small behaviors build team trust and morale.
- · Learn everyday habits that support inclusion.
- Recognize how treatment impacts retention.
- see culture impacts performance and safety.
- Take personal responsibility for creating positive team culture.



### **Micro-Actions:**

Small behaviors; like greetings, thank-you(s), giving credit or active listening; that shape how included people feel.

### **Belonging:**

The feeling that you matter and are part of the team.

### **Team Culture:**

The shared values, norms, and behaviors that influence how a team works together.

### **Accountability:**

Taking responsibility for how your actions affect others.

# KEY CONCEPTS

- · Belonging contributes to retention and team reliability, especially in high-performance or safety-sensitive environments.
- Everyone helps set the tone through what they say, do, ignore, or repeat.
- Small gestures: remembering someone's name, offering help, saying thank you; can have a lasting impact.







- Respect, kindness, and curiosity go a long way.
- Strong culture is built through consistent, everyday inclusion, not just policies.

## **ACTIVITY OPTIONS**

**General Ask:** Think about one small action a teammate took that made you feel welcome. How can you pay that forward today?

Now think: What's one small thing you can do for someone else this week?















- Start each day/shift with a 1-word "check-in" round, how are you today?
- Create a "Recognition Wall" / "Culture Shoutout" board where team members can leave quick shoutouts.
- Practice "Name and Thanks," acknowledge teammates by name during tasks.
- Introduce a daily "Culture Moment," one person shares a value or habit that matters.
- Ask each team member to identify one way they help others feel seen or valued.
- · Ask: What's one thing we do well, and one thing we could improve?



### OFFICE ACTIVITIES

- Launch a "Welcome Buddy" system to support new hires.
- Start each meeting with 30-second appreciation shoutouts to recognize a small win or positive behavior.
- Create small "culture cards" with simple actions: greet someone, say thank you, check in.
- Review your daily habits, what do they say about your values?



## SCHOOL/COMMUNITY ACTIVITIES

- Invite students to design welcome signs or a values poster for a jobsite.
- Have students write anonymous "gratitude notes" to classmates or instructors.
- Co-host a "small acts" challenge: encourage students to do 3 kind actions each day.
- Provide stickers or posters that say "Culture Starts with Me."



### GROUP ACTIVITY

- As a team, commit to one daily micro-inclusion behavior for the week, and report back on its impact.
- Go around: Share one action someone took that made you feel included.
- Build a team "Do More / Do Less" list about team behaviors.
- In pairs, practice how to speak up respectfully when something's not right?
- Watch a short video about workplace culture (e.g., Brene Brown or tradespecific clips) and discuss takeaways.
- Create a "This is Who We Are" team agreement, add one word each that represents your crews' values.







- 1. What's a small action that made you feel included in a team?
- 2. What unspoken habits might unintentionally push people away?
- 3. What small things have made a big difference in your work life?
- 4. How can supervisors' model daily inclusion for their teams?
- 5. What could we change in our routines to help new or quiet team members feel welcome?

Culture lives in everyday moments. Everyone has the power to shape it.

Every action builds culture.



### This Week:

- Greeting teammates by name each morning.
- Offer help to someone new or quiet on your team.
- Give a genuine shoutout to someone doing great work.
- Notice how your tone and words affect others.
- Start a conversation about how your team defines respect.



## Post your impact

#ConstructionInclusionWeek #CIWOpeningDoors #SmallActionsBigImpact Culture isn't what we say, it's what we do every day.

#### Resources:

Center for Positive Organizations

Society for Human Resource Management (SHRM)







Estimated Time:

15 minutes max



Audience:

All employees (field, office, and leadership); especially useful for supervisors, superintendents, PMs, and team leads

# CONSTRUCTION INCLUSION WEEK 2025

TOOLBOX TALK



**OCTOBER 13-17, 2024** 

TALK 12

CIW PILLAR

Belonging & Workforce Culture, Commitment & Accountability





This conversation is designed to help teams work across generations and build respect across age groups with more empathy, curiosity, and shared respect.

- Understand how generational differences shows up on your team.
- Learn how age and generational experiences affects work styles and communication.
- Spot and reduce friction caused by generational differences.
- Practice respect and curiosity across generations.
- Build a team where experience and fresh ideas are both valued.



### **Generation:**

A group of people born around the same time who share key cultural, technological, and social experiences (e.g., Baby Boomers, Gen X, Millennials, Gen Z).

### **Mutual Respect:**

Listening, learning, and valuing contributions, no matter someone's age.

#### **Generational Gap:**

Variations in work style, communication preferences, work style and expectations based on age or life stage.

#### **Reverse Mentoring:**

A two-way mentorship model where senior and junior team members share knowledge and learn from each other.



- · Construction teams include many age groups. That mix brings strength—but it takes effort to work well together.
- Different experience levels contribute strengths like deep expertise, fresh energy, or tech skills.
- · Friction often comes from how we communicate, like how people use phones, show respect, or ask questions.





- · Learning from each other builds stronger, safer crews.
- · Respecting generational differences builds stronger, more resilient teams.

## **ACTIVITY OPTIONS**

**General Ask:** Think about a time when someone from a different generation taught you something meaningful at work. What did you learn from that interaction? What helped it succeed?

Now ask: What could you learn (or teach) by simply starting a conversation?













- Create a "2-Minute Skill Swap" where different generational workers exchange one technique, shortcut, or life lesson.
- Post a board: "Best Advice I Ever Got," all ages contribute.
- Highlight "team-up" stories: cross-generational duos who solve problems together.
- Have teams build a "Top 3 Ways to Work Across Generations" poster based on input from multiple age groups.
- Encourage crew leaders to rotate tasks so different generations interact more.



## OFFICE ACTIVITIES

- Host a lunchtime roundtable: "What I wish my younger/older teammates understood about me."
- Build a "Generational Snapshot," to see what motivates each group What do they value?
- Start a buddy program that pairs new hires with experienced staff (and vice versa)
- Share a story in your newsletter about multigenerational success.



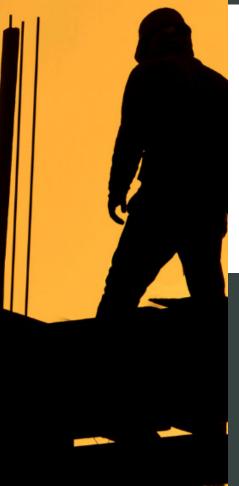
## SCHOOL/COMMUNITY ACTIVITIES

- Organize a "Mentorship Moment" where trades veterans share their path with students, and students share their vision for
- · the future
- Invite both early-career and veteran workers to speak on career day.
- Ask students to interview someone from a different generation and present what they learned.
- Host a "Then vs. Now" building techniques day to show how tools and tech have changed.
- Display a team timeline: What construction looked like across generations.
- Host a reflection circle where students explore how they hope to grow through different life stages.



## **GROUP ACTIVITY**

- Ask in small groups: What's something your generation is proud of, and what do you admire about others?
- In pairs, answer: What's one thing people assume about your age group that's not true?
- Build a "Bridge Plan" what habits help us connect more and argue less?
- Write a team pledge: "We Build Together," one word per person from all age groups!







- What generational mix exists on our team today?
- 2. What's one strength of the youngest or oldest generation you work with?
- 3. What stereotypes do you think get in the way of trust or communication?
- 4. How do different generations prefer to receive feedback or recognition?
- 5. What does respect look like across age groups on the jobsite?

The best crews combine experience with fresh perspective. Age is just a number; respect is the bond.



### **This Week:**

- Share a skill with someone from a different generation. •
- Ask a teammate what motivates them most at work.
- Invite someone younger or older into a decision or planning conversation.
- Reflect on how you communicate and adjust with
- Post one piece of advice you have learned across generations.



## Post your impact

#ConstructionInclusionWeek #CIWOpeningDoors **#BridgingGenerations** 

"Respect doesn't retire, and wisdom doesn't wait. Every generation has a role in building what's next."

#### Resources:

National Center for Construction Education and Research (NCCER) Construction Employers Association DEI Resources









Audience:

All employees, especially Project Managers, procurement, estimating and leadership

# CONSTRUCTION INCLUSION WEEK 2025

TOOLBOX TALK



**CIW PILLAR** 

Economic Opportunity, Community Engagement, Commitment & Accountability **OCTOBER 13-17, 2024** 

TALK 13





This conversation explores how your team's choices, especially around who gets hired for work, can build stronger communities and create long-term opportunity.

- Understand how inclusive procurement and contracting decisions creates economic opportunity and drives job creation.
- Learn how expanding your vendor network opens doors.
- Identify common barriers smaller firms face and how to reduce them.
- See how inclusive sourcing supports training, access and equity.
- Explore new ways to engage local or first time suppliers' participation in your projects.



#### **Economic Opportunity:**

Access to income, contracts, and business growth that helps communities and workers succeed.

### **Workforce Multiplier Effect:**

When supplier contracts lead to local jobs, apprenticeship, skills training, and career growth.

#### **New or Underused Supplier:**

A small or local business that may not have had full access to past bids or networks.

### **Capacity Building:**

Support programs and partnerships that help smaller businesses compete and deliver on contracts.

## **EXECUTE**KEY CONCEPTS

- · Economic Opportunity doesn't just mean hiring workers, it includes who we hire to do the work.
- Construction impacts local economies, and who we work with matters.
- Smaller businesses often hire local, invest in workers and create first job chances into the industry.







- Expanding your vendor/supplier lists, isn't about checking boxes, it's about growing the team.
- • Many of these businesses don't need handouts, they need access, support, and a fair chance to compete.
- Who you buy from shapes who has a path into the industry."

### **ACTIVITY OPTIONS**

**General Ask:** Think of a time when your project worked with a new or small business. What stood out about their impact, story, or workforce?

Now ask: Are we doing enough to make room for new, local, emerging or underused firms?















- · Highlight a local trade partner during your morning huddle.
- Create a "Partner spotlight" board featuring photos or stories of their impact.
- Ask each crew to learn one new fact about a local or first-time contractor on site.
- Invite a supplier rep to share about how they got started and who they hire.
- Share a story of a supplier that helped someone get their start in the industry.
- Build a jobsite map showing where local vendors/suppliers and their workers are based, highlighting local pride.

## OFFICE ACTIVITIES

- Review current vendor lists for opportunities to expand to local or new certified businesses.
- Host a "Meet the Builder" day to connect estimating or procurement with newer vendors.
- Add a line in RFPs encouraging mentorship or job creation or local hiring.
- Track which partners create entry-level opportunities or apprenticeships.
- Feature a "New Voices in Construction" vendor/supplier story in internal communications.



## SCHOOL/COMMUNITY ACTIVITIES

- Partner with small business that hire youth, reentry, or second chance workers.
- Sponsor a career day with emerging vendors and hands-on demos.
- Invite suppliers to speak with students about careers and business ownership.
- Host a "Build Local, Hire Local" community partners.
- Help students to design posters or social media posts about "Why Local Business Matters."



### GROUP ACTIVITY

- In pairs, discuss: What makes it hard for small or new firms to break in?
- Brainstorm: How can we be more open and supportive as a team or site?
- · Create a team pledge, to help expand access in your next project.
- Watch a short video or read an article about local partners success stories.
- List 5 benefits of growing your network, and who benefits most.







- 1. What's the link between who we hire and who has a career path in construction?
- 2. What gets in the way of working with small or emerging firms?
- 3. How can we remove barriers and create more access through our contracts?
- 4. Who on our team has the ability to open doors through procurement or project planning?
- 5. What's one simple action we can take to open doors wider in procurement or partnership?

When we include more voices in how we build, we open doors for jobs, skills, and futures.



### **This Week:**

- Learn about a supplier you have not worked with before.
- Share one way your project supports economic opportunity.
- Invite a small or local firm to attend your next outreach event.
- Share a story about how someone got their start because of a contract.
- Challenge your next project team to expand beyond the usual vendor list.



### Post your impact

#ConstructionInclusionWeek #CIWOpeningDoors #EconomicOpportunity When we build with everyone, we build stronger. Economic opportunity opens doors for everyone.

#### Resources:

Small Business Administration (SBA)
Women's Business Enterprise National Council (WBENC)

<u>Disability:IN Supplier Diversity Program</u> <u>aptac-us.org</u>

ECONOMIC OPPORTUNITY
LEVERAGING A BROAD SOURCE OF SUPPLIERS



## CIW 2025 TOOLBOX TALKS





# TOOLBOX TALKS

**Theme:** Opening Doors: Building a Workplace for Everyone

**Primary Focus:** Workforce Development

**Dates:** October 13–17, 2025 **Daily Duration:** 10–15 minutes

Talk Format: 13 total talks, 10 to 15 minutes each

**Delivery Format:** In-person huddles or virtual team meetings

Target Environments: Jobsites, field offices, local and

regional offices, executive teams, communities, and schools

## **OBJECTIVES**

- Foster team-led conversations that build inclusion, trust, and shared accountability across all roles and levels.
- Promote daily inclusive behaviors that shape culture—beyond policies, training, or titles.
- Strengthen retention and engagement by making jobsites and offices safer, more respectful, and more welcoming.
- Elevate overlooked voices and paths, bringing visibility to diverse lived experiences, nontraditional journeys, and untapped career routes.
- Connect workforce development to culture, showing how inclusion drives skill-building, growth, and long-term success.
- Deliver one inclusive, engaging Toolbox Talk each day of Construction Inclusion Week (October 13–17, 2025), reinforcing belonging, equity, mental wellness, and career visibility at all levels of the organization.

## **FLEXIBLE DELIVERY MODELS**

Here are 3 flexible deployment models. Choose the approach that works best for your team or company:

## 1. CIW WEEK DAILY ROLLOUT (CLASSIC)

- Use 1 Talk per day during Oct 13–17, 2025 or select a day(s) that work best.
- · Great for jobsite and office-wide engagement
- Works best with trained facilitators and preprinted materials.

### 2. WEEKLY OR MONTHLY SERIES

- Choose 1 Talk each week or month to integrate into safety huddles, team meetings, or leadership check-ins.
- Ideal for extending CIW impact year-round. Great for safety talks, team huddles, or onboarding.

## 3. PICK-YOUR-THEME

- Let teams select the Talk most relevant to them (e.g., Veterans for Veterans Day, Mental Health during Safety Week)
- Can be used as onboarding tools, discussion starters, or internal campaigns.



# FACILITATOR GUIDELINES — (Site Leads, Office Managers, DEI Champions)

### **BEFORE CIW WEEK:**

- Review the Toolbox Talks and assign a facilitator for each location and choose your topics.
- Print/distribute discussion prompts or share digitally in advance.
- Customize local examples or stats (e.g., local partnerships, mental health EAPs)
- Choose facilitators who are approachable and trusted by their teams.
- Prepare participant sign-in sheets (physical or digital)
- Display branded posters with daily talk titles and hashtags.

## FACILITATOR PREPARATION CHECKLIST

- Assign 1 facilitator per location (field, office, virtual team)
- Provide each facilitator with:
  - Talk script + discussion guide.
  - FAQ sheet
  - Tips for inclusive facilitation (active listening, no judgment)

## **BEFORE THE TALK:**

- Prep the group: Let them know this is informal, short, and team focused.
- Read the talk in full and highlight 1–2 key points you want to emphasize and note any stories or examples you can add.
- Choose your setting (breakroom, trailer, meeting room, lunch tent, etc.)
- Decide which activities or discussion questions best fit your audience.
- Gather any materials needed (pens, post its, whiteboard, printouts, or reflection tools) you want to use)

## **DURING THE WEEK/TALK:**

- Kick off each day with a 10–15 min Toolbox Talk, or the day(s) selected.
- Greet the team, introduce the topic, and Read:
  - Learning objectives
  - Definitions
  - Key concepts
  - General Ask
- Select and lead 1–2 Activity Options
- Facilitate a few Discussions Questions
- Close with 1-2 clear Call-to-Actions

## PROMPT GROUP DISCUSSION

- Encourage team stories and participation; no one is "just" a listener.
- Highlight takeaways at daily huddles or team meetings!
- Use discussion questions to prompt deeper reflection!

## CLOSE WITH WRAP-UP + ACTION COMMITMENT

- Reinforce the daily theme with a simple takeaway.
- Ask for a personal takeaway (verbal or written)

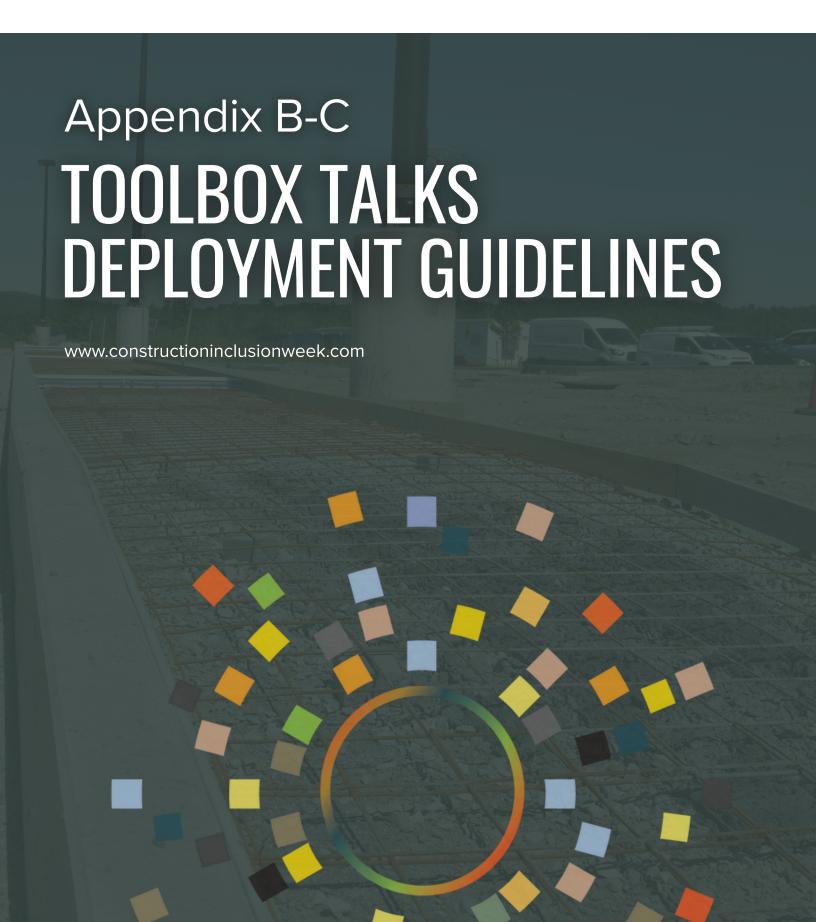
## AFTER EACH TALK

- · Post a reflection or takeaway (physically or digitally)
- Take a group photo (if appropriate) or write down key takeaways.
- Encourage ongoing use: rotate speakers or topics monthly.
  - Ask each participant to write or share 1 action they will take.
- Post on social or internal channels using:
  - #ConstructionInclusionWeek
  - #CIWOpeningDoors
  - A theme-specific hashtag like #MentalHealthMatters





## CIW 2025 TOOLBOX TALKS





# **JOBSITE**GUIDELINES

The Construction Inclusion Week
Toolbox Talks are crucial for jobsites
because they embed a culture of
respect directly into the daily routine.
By using these short, focused
discussions, teams can openly address
topics like mental health and
psychological safety, which directly
impacts team cohesion and reduces
turnover. This intentional effort helps
ensure that every person on site feels
valued and safe, contributing to a
more productive and secure work
environment for everyone.

## **IDEAL SETUP**

- Outdoor or trailer space, minimal noise, everyone visible
- Print 1-page version of the talk or bring it digitally.
- Use a dry erase board or poster for group reflection (e.g., "What inclusion looks like here")
- Use visible areas like trailer walls or fences to display the talk of the day.

## **KEY TIPS**

- Keep it short (10–15 minutes)
- Use real-life examples—relate to safety, respect, or trust.
- Don't lecture—invite honest discussion.
- Acknowledge good behaviors in front of peers.
- Encourage bilingual or peer co-facilitators when helpful.
- Rotate facilitators between roles: safety, admin, field.
- Incorporate role plays and buddy check-ins for hands-on learning.

## **TOOLS**

- Clipboard or binder with all talks printed.
- Talk Tracker Bingo (motivate participation)
- Culture Cards for daily reminders
- Stickers or posters to reinforce key themes.



# **OFFICE**GUIDELINES

These toolbox talks are vital in an office setting for building a strong, inclusive culture that supports field teams. They provide a structured way for project managers, engineers, and support staff to engage with critical inclusion topics and understand their role in attracting and retaining diverse talent. This helps reinforce the company's commitment to a supportive workplace, which in turn strengthens collaboration and innovation across all departments.

## **IDEAL SETUP**

- Small conference room, break area, or hybrid call
- Use screen sharing for group prompts, visuals, or media.
- Adapt timing to fit team rhythms (e.g., "15-Minute Friday")

## **KEY TIPS**

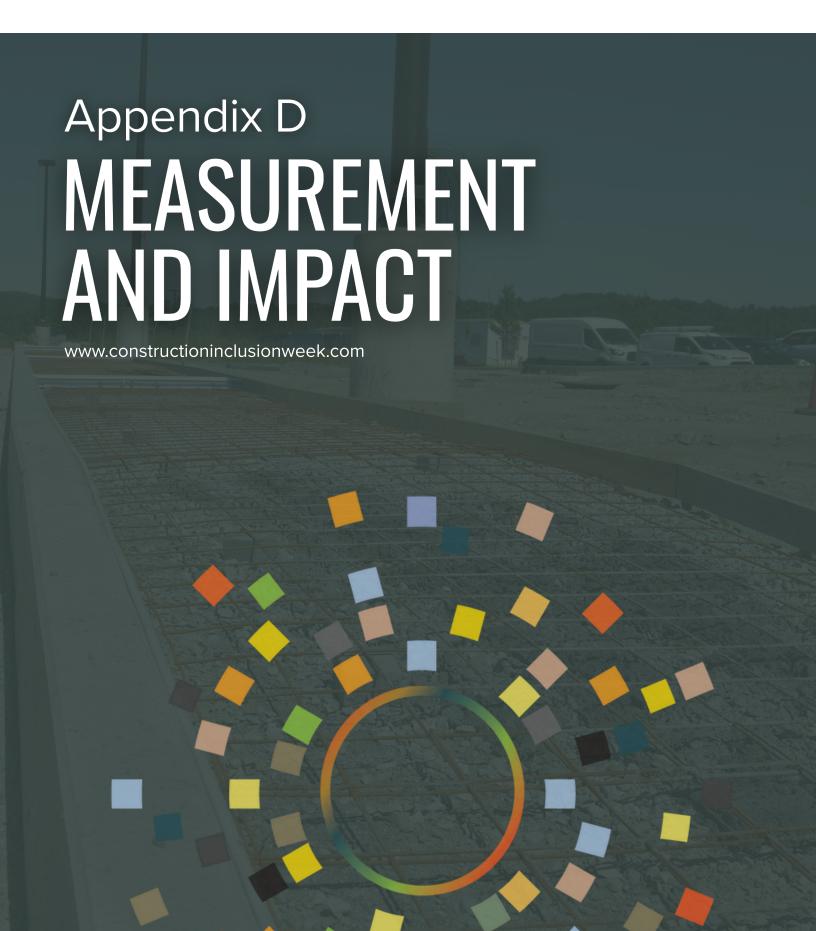
- Pair Talks with recurring meetings like 15-Minute Fridays.
- Start with a story or statistic to connect the theme to your team.
- Break into pairs or small groups to discuss.
- Keep it conversational—not a formal training.
- Vary who facilitates building ownership across departments.
- Use hybrid tools (e.g., Miro, Jamboard) to support remote discussion.

## **TOOLS**

- Digital decks or visual slides per topic
- · Anonymous reflection prompts or feedback forms
- Pair talks with staff meeting themes or seasonal moments.
- Use "Shoutout Wall" or "Culture Moment of the Week"



## CIW 2025 TOOLBOX TALKS



## MEASUREMENT AND IMPACT

Measuring the impact of your toolbox talks is essential for understanding how your efforts are creating real change, not just checking a box. The following tools can help you measure and categorize the concrete evidence you need to show what's working, secure continued support, and make smarter decisions for future initiatives.

## **PARTICIPATION**

Sign-in sheets (paper or digital), digital check-ins, QR check-ins, badge scans, or attendance logs.

## **ENGAGEMENT**

Count of stories shared, activities completed, sticky notes posted, questions asked.

## **IMPACT**

Post-week pulse survey (1–3 questions), team reflections, or short debrief sessions.

## LEADERSHIP VISIBILITY

Track who facilitated or attended talks (by level, role, or region)

## **SOCIAL AMPLIFICATION**

Count of posts using: #ConstructionInclusionWeek and #OpeningDoors (internal or public)

### **CONSISTENCY & REACH**

Number of talks completed per site/team; departments that used the full series

### **CULTURE FEEDBACK**

Optional "What Changed?" team pulse question 2-4 weeks after CIW (short follow-up)



## CIW 2025 TOOLBOX TALKS



## Make Toolbox Talks Fun and Meaningful

### 1. GAMIFY THE EXPERIENCE

- **CIW Talk Tracker Card:** Give every participant a physical or digital "Bingo"-style card with each talk title. Stamp or check off when completed. Offer small prizes (swag, coffee cards) for full completion.
- **QR Code Trivia:** Add QR codes at jobsite entrances or lunchrooms with short quizzes from the talks. Winners enter a raffle.
- CIW Challenge App (low-code platforms like Kahoot, Typeform, or Quizizz)

### 2. CAPTURE STORIES & SOCIAL PROOF

- Photo Wall or Video Booth: "What does Opening Doors mean to you?" Let teams take
- a picture with a whiteboard message. Share on jobsite displays or social. (use hashtags)
- **CIW Story Templates:** Give facilitators a 1-pager to help capture "aha moments" or powerful quotes from each talk. Use in internal recaps or newsletters.

## 3. SHORT VIDEO CLIPS OR REELS

- **TikTok-style "Why I Build" Reels:** 30-second jobsite videos from team members sharing their story.
- **Hard Hat Cam:** Use a GoPro or phone strapped to a hard hat to show a day-in-the-life from a tradespersons POV, tie it to the theme.

## TOOLBOX DEPLOYMENT STRATEGY

## 4. INTERACTIVE TOOLS

- Slido or Mentimeter: Use live polling or word clouds during discussions.
- Prompt: "What word best describes how inclusion feels on our jobsite?"
- Daily Reflection Wall: Post a daily prompt, invite sticky note response (physical or virtual like Miro): For "What I learned" or "Who opened a door for me" reflections.
- Mini Team Challenges Buddy up and ask: "What does respect look like here?"

### 5. PEER-TO-PEER MINI CHALLENGES

- **Buddy Challenge:** Pair people from different roles to complete one reflection activity or ask each other a discussion question from the Talk.
- **CIW Culture Cards:** Distribute small cards with micro-actions, ("Invite someone new to lunch," "Share your first day story").

## 6. CELEBRATE ENGAGEMENT

- **Culture Champion Awards/Badges:** Recognize employees who model the daily or week's themes. Identify one person per team to own facilitation and share wins.
- **CIW "Open Door"** Award: Nominated by peers for those who have helped others grow.
- CIW Completion Certificate: For teams or projects that complete all 13 talks.
- Shoutout Boards: Post about anyone who made a difference that week.
- CIW Impact Wall: Story/photo board updated each day.

## **BONUS**

- Microsoft Teams/SharePoint: Build a centralized CIW Hub (daily Talk PDFs, photo uploads, facilitator notes).
- Power BI: Visual dashboard of engagement by location.
- **Email Campaign:** Daily highlights with teaser quotes, top reflections, or photo of the day.



## CIW 2025 TOOLBOX TALKS





## MENU 1: CIW WEEKLY FLOW BY DAY

Below is a sample **Weekly Flow** Breakdown that you can use to effectively implement the toolbox talks on a daily basis. This provides a sample framework to help you integrate The Toolbox Talks your team's Construction Inclusion Week celebration.

Day	Talk	Suggested Action
Monday	Talk 1 – Mentorship	"Who Helped You?" wall + Culture Card
Tuesday	Talk 4 – Second Chances	Team Pledge activity + QR Trivia
Wednesday	Talk 6 – Mental Health	"You Good?" check-in + Quiet Zone setup
Thursday	Talk 11 – Small Actions	Shoutout Board + Bingo Cards
Friday	Talk 13 — Economic Opportunity	Supplier Story Wall + Team Photo

## MENU 2: ACTIVITIES BY CIW STRATEGIC PILLAR -

Below is a list of sample activities that you can use for the toolbox talks, grouped by the five CIW 2025 Guiding Pillars. These sample activities help you align your team's activities with the core goals of the CIW 2025. Toolbox Talks that you can pair with the activities are also stated below:

## PILLAR 1: COMMITMENT & ACCOUNTABILITY

#### **Toolbox Talks to Pair With:**

- Toolbox Talk 3: Respect and Inclusion
- Toolbox Talk 11: Small Actions, Big Impact

#### **Recommended Activities:**

- Industry Certifications & Credentials: Highlight what your team earns, learns, or teaches.
- Supervisor-led Toolbox Talks: Have a superintendent or PM facilitate one session.
- Post-Project Impact Stories: Share how inclusion led to better results.
- CIW Completion Certificates: Recognize teams that finish all 13 Toolbox Talks
- Site or Region Culture Audits: Kick off a team led "How We Show Up" report.
- Trust Norms Poster: Post and commit to 3–5 agreed site behaviors.

## PILLAR 2: ATTRACT & RETAIN

#### Toolbox Talks to Pair With:

- Toolbox Talk 1: Mentorship
- Toolbox Talk 2: Early Interest in Trades
- Toolbox Talk 8: Life After Athletics
- Toolbox Talk 9: Veterans
- Recommended Activities:
- Mentorship & Networking Events: Speed mentoring, roundtables
- "Why I Build" Video Wall or Social Campaign
- Intern or Youth Panel: Invite apprentices or student workers to speak.
- "First Week Advice" Wall: Help onboard new workers through peer tips.
- "Welcome Buddy" System: Assign a peer guide for the first 2 weeks.
- "You Belong Here" Welcome Commitment & Accountability Letter Wall

## MENU 2: ACTIVITIES BY CIW STRATEGIC PILLAR -

### PILLAR 3: BELONGING & WORKFORCE CULTURE

#### **Toolbox Talks to Pair With:**

- Toolbox Talk 5: Every Role Counts
- Toolbox Talk 10: Small Actions
- Toolbox Talk 11: Bridging Generations

#### **Recommended Activities:**

- "Culture Moment of the Day" Whiteboard
- "Do More / Do Less" Group Wall
- Team Shoutout Board
- Culture Shoutout Box (anonymous or open)
- "Bridge Plan" (reduce generational tension)
- "Best Advice I Ever Got" board.
- Generational Snapshot (visual board)

## PILLAR 4: ECONOMIC OPPORTUNITY

#### **Toolbox Talks to Pair With:**

- Toolbox Talk 4: Second-Chance Pathways
- Toolbox Talk 13: Economic Opportunity

#### **Recommended Activities:**

- Supplier Spotlight Wall: Feature a local, women-owned, veteran, or diverse vendor.
- Procurement Storyboard: Show how hiring choices lead to job creation.
- Host a Career Pivot Storyboard (Second Careers, Reentry, Recovery)
- Post "Who Helped You Pivot?" quotes or video clips.
- Create a Local Hire Map: Show how the jobsite supports the local economy.
- Involve Supplier Mentorship Pairings or Walkthroughs

## MENU 2: ACTIVITIES BY CIW STRATEGIC PILLAR -

### PILLAR 5: BELONGING & WORKFORCE CULTURE

#### **Toolbox Talks to Pair With:**

- Toolbox Talk 2: Early Outreach
- Toolbox Talk 12: Bridging Generations

#### **Recommended Activities:**

- Tool Demo Day at a local school
- Site Tours for Youth & Educators
- "What Construction Looks Like" Wall
- Adopt-a-School or Trades Fair Partnership
- Hard Story Wall: What the trades mean to me.
- Invite educators or nonprofit partners to speak during CIW.
- Sponsor School Swag Kits (lanyards, hard hat stickers, pencils)

## MENU 3: ACTIVITIES BY COMPANY SIZE

Below is a list of sample activities that you can use for the toolbox talks, grouped according to the size of your company. These sample activities helps you align your team's activities with the core goals of the CIW 2025.

## SMALL FIRMS (10-50 EMPLOYEES)

#### **Recommended Toolbox Talks:**

- Toolbox Talk 1: Mentorship
- Toolbox Talk 2: Early Outreach
- Toolbox Talk 6: Mental Health
- Toolbox Talk 10: Small Actions

- Choose 1–2 Toolbox Talks and host them as a morning huddle or shared lunch.
- Create a "First Week Advice" Wall one piece of advice from each employee.
- Have each team member share a short "Why I Build" story or video.
- Post a daily "Culture Moment" on a whiteboard or email chain.
- Use 1 Culture Card per day as a reflection starter.
- Recognition Wall: Each person posts 1 thank-you note during the week.
- Post a team photo and commitment using hashtags:
  - #ConstructionInclusionWeek | #CIWOpeningDoors | #SmallButStrong

## MENU 3: ACTIVITIES BY COMPANY SIZE

## **SMALL COMPANIES (FEWER THAN 100 EMPLOYEES)**

#### **Toolbox Talks to Pair With:**

- Toolbox Talk 1 Mentorship
- Toolbox Talk 2 Early Interest in Trades
- Toolbox Talk 10 Small Actions

#### **Recommended Activities:**

- First Week Advice Wall: Share one piece of advice for new hires; post in breakroom.
- CIW Culture Cards: Hand out 1 per day with small actions or values
- 1–2 Toolbox Talks: Host short huddles or lunch-break sessions with open discussion
- Recognition Board: Invite coworkers to post shoutouts and affirmations.
- Tool or Trade Demo: Pick one tool or trade to spotlight with a hands-on intro.
- Local School Partnership: Volunteer for a 30-min classroom visit or record a "Why I Build" video.

## MEDIUM COMPANIES (100-499 EMPLOYEES)

#### **Toolbox Talks to Pair With:**

- Toolbox Talk 4 Second-Chance Pathways
- Toolbox Talk 6 Mental Health
- Toolbox Talk 11 Culture Starts with You

- Buddy System or Mentorship Tree: Pair employees across shifts or levels
- Lunch & Learn Series: Host 2–3 Toolbox Talks with optional snack or panel guest.
- Career Day Kit: Send a team member to speak at a school with printed materials and swag.
- Team Shoutout Wall: Run a week-long board or digital page for peer praise.
- "What Construction Looks Like" Wall: Post real crew photos and project stages in shared spaces.
- Supplier or Veteran Spotlight: Feature a team member or trade partner each day.

## MENU 3: ACTIVITIES BY COMPANY SIZE

## LARGE COMPANIES (500+ EMPLOYEES OR MULTIPLE REGIONS)

#### **Recommended Toolbox Talks:**

- Toolbox Talk 5 Every Role Counts
- Toolbox Talk 8 Life After Athletics
- Toolbox Talk 13 Economic Opportunity

#### **Suggested Activities:**

- Full CIW Rollout: Run 1 Toolbox Talk per day, companywide.
- Why I Build Campaign: Collect videos and photos across job sites and departments.
- Trades Panel / School Tour: Host a live or virtual panel with Q&A
- CIW Bingo or Toolbox Talk Tracker: Distribute and track team participation across regions.
- Custom Swag: Create CIW hard hat stickers, lanyards, or team patches.
- Recognition Program: Launch "Culture Champions" or "Open Door" awards
- Impact Dashboard: Share team engagement stats weekly via Teams or intranet.

## MENU 4: CIW 2025 PLANNING BY DURATION OF PARTICIPATION

Below is a list of sample activities that you can use for the toolbox talks, grouped according to the number of days your company plans to participate. These sample activities helps you align your team's activities with the core goals of the CIW 2025.

## 1 DAY PARTICIPATION

#### **Recommended Toolbox Talks:**

Choose 1 based on what matters most:

- Toolbox Talk 1 Mentorship
- Toolbox Talk 6 Mental Health
- Toolbox Talk 10 Small Actions

- "Why I Build" Wall or Storyboard
- · Group Pledge or Shoutout Round
- 60-Second Trade Pitches or Video Snippets
- Post one story or quote to SharePoint, newsletter, or social media.

## MENU 4: CIW 2025 PLANNING BY DURATION OF PARTICIPATION

### 2 DAY PARTICIPATION

#### **Recommended Toolbox Talks:**

- Toolbox Talk 1 Mentorship
- Toolbox Talk 6 Mental Health

#### **Suggested Activities:**

- "Mentor Spotlight" Wall + "You Good?" Check-In
- Run 2 Toolbox Talks with paired Culture Cards
- Optional: Post a "Trust Norm" or Buddy Pledge

## **3 DAY PARTICIPATION**

#### **Recommended Toolbox Talks:**

- Toolbox Talk 4 Second Chances
- Toolbox Talk 10 Small Actions
- Toolbox Talk 13 Economic Opportunity

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#### **Suggested Activities:**

- "Who Helped You Pivot?" Wall
- "Do More / Do Less" Group Wall
- Local Supplier or Career Path Storyboard
- Mini Team Challenge: 1 shoutout, 1 thank-you, 1 small action.

## **4 DAY PARTICIPATION**

#### **Recommended Toolbox Talks:**

Toolbox Talk 3 – Respect on Site

- "Respect Moment" Recognition
- "Speak Up Wins" Board
- Quiet Space Setup + Buddy Check-In
- Daily Quote or Culture Prompt on Whiteboard

## MENU 4: CIW 2025 PLANNING BY DURATION OF PARTICIPATION

## **5 DAY PARTICIPATION**

#### Recommended Toolbox Talks (One per Pillar):

- Monday: Toolbox Talk 1 Mentorship (Attract & Retain)
- Tuesday: Toolbox Talk 4 Second Chances (Economic Opportunity)
- Wednesday: Toolbox Talk 6 Mental Health (Belonging & Culture)
- Thursday: Toolbox Talk 10 Small Actions (Accountability)
- Friday: Toolbox Talk 13 Economic Opportunity (Community & Economic Impact)

- Culture Card of the Day
- Recognition Wall
- Reflection Prompts ("What's One Thing You'll Keep Doing?")
- CIW Completion Certificate or Group Photo
- Post Top 5 Takeaways to close out the week.

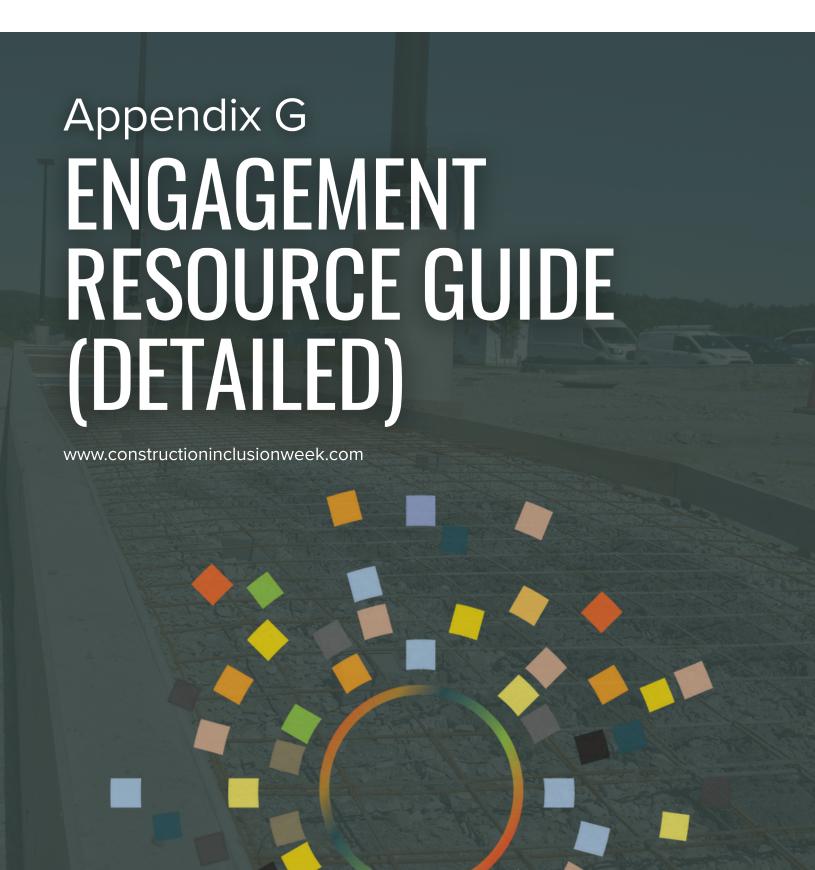
# MENU 5: WEEKLY FLOW BY THEME

Below is a sample **Weekly Flow by Theme** Breakdown that you can use to effectively implement the toolbox talks on a daily basis. This provides a sample framework to help you integrate The Toolbox Talks your team's Construction Inclusion Week celebration.

Theme	Toolbox Talk (s)	Suggested Action
Mentorship & Early Outreach	1 or 2	<ul> <li>Pair new hires with a CIW Buddy</li> <li>Write a note to someone who helped you grow</li> <li>Host "What I Wish I Knew" mini huddles</li> <li>Invite staff to record outreach videos</li> <li>Post "Who helped you start your journey?"</li> </ul>
Access & Opportunity	4 or 9	<ul> <li>Share a second-chance success story</li> <li>Run a "Barrier Check" feedback session</li> <li>Use visuals or checklists to reach all learning styles</li> <li>Suggestion box for inclusion ideas</li> <li>Highlight workforce partner orgs</li> </ul>
Mental Health & Safety	6 or 7	<ul> <li>"You good?" check-ins at start of shift</li> <li>Create a Quiet Reset Zone</li> <li>Post QR code for mental health resources</li> <li>1:1 check-in between leads and crew</li> <li>Collect anonymous "What I Wish You Knew" notes</li> </ul>
Culture & Belonging	10 or 11	<ul> <li>Distribute "One Thing I Appreciate" cards</li> <li>Create a Generations Wall or display</li> <li>Run a "Lunch with Someone New" challenge</li> <li>Co-create a team culture commitment</li> <li>Ask: "What makes you feel like you belong?"</li> </ul>
Economic Opportunity	12 or 13	<ul> <li>Supplier spotlight story of the week</li> <li>Create a local impact map</li> <li>Invite a small business owner to a huddle</li> <li>"Who gave you your first shot?" wall</li> <li>Brief talk from your PM or estimator on inclusive procurement</li> </ul>



## CIW 2025 TOOLBOX TALKS



## TALK 1 RESOURCES

Here are full details on some sample activities for **Toolbox Talk 1, Opening Doors through Mentorship,** designed to help you facilitate a productive and engaging session for your team.

### "WORDS TO BUILD BY" WALL

**What It Is:** A running list of jobsite advice, values, or short quotes from your crew.

#### How to Build It:

- Use a poster board, plywood sheet, or whiteboard.
- Title it "Words to Build By" and include your CIW logo or theme banner.
- Ask each team member to write a phrase, value, or motto they live by (markers or sticky notes)
- Update weekly during CIW or leave it up all month.

## "MENTOR SPOTLIGHT" BOARD

What It Is: A photo-and-quote wall highlighting mentors in your crew.

#### How to Build It:

- Choose 1–2 mentors each day or week to feature.
- Include name, photo (if approved), role, and "What makes them a great mentor?"
- Let team members nominate someone using a simple form or QR link.
- Share shoutouts during toolbox talks or lunch breaks.

### "FIRST WFFK ADVICE" SLIPS

**What It Is:** Simple notes from employees to help new hires feel more confident.

#### How to Build It:

- Print slips or use sticky notes that say:
   "One thing I wish I knew in my first week..."
- Let anyone on the team fill one out.
- Post on a bulletin board or in the break trailer
- Bundle a few into onboarding packets for new hires.

## "COFFEE & QUESTIONS" CHATS

**What It Is:** A casual sit-down where experienced staff make time for informal Q&A.

- Schedule 20–30 minutes weekly or biweekly
  - Choose a facilitator and a location (break area, trailer, or Teams/Zoom)
- Let people bring questions or submit them anonymously.
- Use a discussion prompt like: "What's one thing you wish more people asked about your job?"

## TALK 1 RESOURCES

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### "WELCOME WISDOM" BOARD

What It Is: A visual message board where employees share one thing that made them feel welcome.

#### How to Build It:

- Label a board: "What made you feel welcome?"
- Use index cards, sticky notes, or dry erase pens.
- Encourage all staff to write one message or story.
- Take a photo of the full board to use in orientation or onboarding decks.

## "YOU BELONG HERE" WELCOME LETTER

**What It Is:** A note from seasoned employees to new hires to build early connection.

#### How to Build It:

- Template:
  - Dear New Team Member,
  - Welcome to the site! Here's something that helped me feel like I belonged here...
- Have a few crew members or office staff fill these in
- Include them in welcome packets or post in the job trailer.
- Invite new hires to write one back at the end of their first week.

## MENTORSHIP COMMITMENT TREE

What It Is: A visual tree where each leaf represents a mentorship commitment.

- Draw or print a tree outline on a poster or wall.
- Cut out paper leaves or provide sticky notes.
- Ask each person to write one commitment:
  - "I will check in with a new team member."
  - "I'll share a shortcut I learned."
- Fill the tree throughout CIW week.
- Use it as a photo backdrop or recognition wall.

## TALK 2 RESOURCES

Here are full details on some sample activities for **Toolbox Talk 2, Sparking Early Interest in The Construction Industry,** designed to help you facilitate a productive and engaging session for your team.

### **60-SECOND TRADE PITCHES**

What It Is: Quick, plain-language explanations of what each trade does.

#### How to Build It:

- Have each trade partner prepare a 60second explanation: What I do, why it matters, and what I love about it.
- Use during school visits, jobsite tours, or morning huddles.
- Record and post to SharePoint or a CIW video wall.

### THIS IS WHAT WE BUILD WALL

What It Is: Visual display of current or past project photos.

#### How to Build It:

- Use jobsite or project photos, blueprints, or 3D renderings.
- Label each with the crew or trade involved.
- Post in school hallways, trailers, or offices
- Let kids or visitors post stickers on their favorite.

## **ASK A TRADES PARTNER Q&A**

**What It Is:** Casual roundtable where students or new hires ask tradespeople questions.

#### How to Build It:

- Select 3–4 trades team members with different roles.
- Use simple prompts: "What's your day like?," "What do you wish students knew?"
- Host during lunch, field trips, or open house events.

## STORY BOARD: WHY I WOULD JOIN CONSTRUCTION

What It Is: Students or new workers write or draw why they would consider a construction career.

- Provide sticky notes, markers, or printable story templates.
- Display on foam board or butcher paper in trailers or classrooms
- Let participants take photos with their story for social sharing.

## TALK 2 RESOURCES

Here are full details on some sample activities for **Toolbox Talk 2, Sparking Early Interest in The Construction Industry,** designed to help you facilitate a productive and engaging session for your team.

### **CAREER DAY KIT**

**What It Is:** A grab-and-go presentation kit for field teams to use in schools.

#### How to Build It:

- Include: CIW intro slide, trade pitch cards, 2 photos per project type, and one handout
- Add swag (stickers or pencils) and contact info for follow-up.
- Store in a digital folder or print-ready packet.

### **TOOL DEMO DAY**

What It Is: Hands-on experience for students to learn about tools and trades.

#### How to Build It:

- Choose safe, non-electric demo tools (e.g., trowels, hammers, levels)
- Set up skill stations with short explanations from workers.
- Include a PPE table for photo ops or Try This On! moments

## WHY I BUILD CAMPAIGN

What It Is: A social storytelling campaign that highlights personal purpose in construction.

#### How to Build It:

- Ask team members to complete this prompt: "I build because..."
- Record short videos or photos with their answers.
- Post to internal comms, SharePoint, or social media during CIW

### TRADES MYTHBUSTERS

What It Is: A quick-fire list of myths vs. facts about the construction industry.

- Use a whiteboard or print a poster with 3– 5 common myths.
- Let your team "bust" each myth with a fact, photo, or quote.
- Encourage students to guess true/false during visits.

## TALK 3 RESOURCES

Here are full details on some sample activities for **Toolbox Talk 3, Respect and Inclusion on the Jobsite,** designed to help you facilitate a productive and engaging session for your team.

### RESPECT ON SITE" BOARD

What It Is: A board where team members post what respect looks like on their team.

#### How to Build It:

- Use sticky notes, dry erase, markers, or print slips.
- Title the board clearly and place it in a visible area.
- Ask: "What does respect look like here?"
- Update daily or weekly with new reflections.

## "RESPECT MOMENT" RECOGNITION

What It Is: A quick shoutout during every toolbox talk or huddles to Recognize 1 act of respect.

#### How to Build It:

- Ask the team to nominate someone each day.
- Say: "Todays Respect Moment goes to..." and share why
- Post their name or quote on a board if desired.

## "ONE ASK, ONE ACKNOWLEDGE" RITUAL

**What It Is:** End-of-day ritual to build communication and gratitude.

#### How to Build It:

- Ask each person at days end: What's one thing you need (ask) and one person to thank (acknowledge)?
- Can be verbal or written.
- Encourage respect, not perfection.

### **HOW WE TALK HERE BOARD**

**What It Is:** Post examples of positive phrases used on site.

## FIELD NOTES HIGHLIGHT BOARD

**What It Is:** Share observations from field staff that reflect teamwork or improvement.

## RESPECT AT WORK POSTERS

**What It Is:** Print simple graphics or quotes from your own team to display across the job.

## TALK 4 RESOURCES

Here are full details on a sample activity for **Toolbox Talk 4, Second-Chance Pathways to Careers,** designed to help you facilitate a productive and engaging session for your team.

### BUILD YOUR SECOND CHANCE" REFLECTION ACTIVITY

**What It Is:** A space to reflect on life changes or unexpected paths. Share stories from those who turned their lives around in the trades.

#### How to Build It:

- Use a printed prompt or journaling card.
- Optional: collect anonymous notes on "How I got here"
- Highlight positive stories of change and growth.

## TALK 5 RESOURCES

Here are full details on some sample activities for **Toolbox Talk 5**, **Building an Inclusive Site Culture**, designed to help you facilitate a productive and engaging session for your team.

### "TEAM SHOUTOUT" BOARD

**What It Is:** A shared space where team members give each other recognition for actions that support the team.

#### How to Build It:

- Post blank cards or sticky notes under "Shoutout To..."
- Refresh weekly or transfer to a team newsletter or board.
- Encourage specific, work-related examples.

## SEE SOMETHING, SAY SOMETHING" REMINDER

What It Is: A jobsite reminder that culture issues deserve the same visibility as safety issues. Encourage reporting and support culture concerns early.

- Create posters or handouts reinforcing "Speak Up for Respect."
- Include examples like language, isolation, or unsafe group behavior.
- Offer anonymous feedback tools if needed.

## TALK 5 RESOURCES

Here are full details on some sample activities for **Toolbox Talk 5**, **Building an Inclusive Site Culture**, designed to help you facilitate a productive and engaging session for your team.

### **CULTURE PULSE SURVEY**

**What It Is:** A short 3-question anonymous checkin (digital or paper) asking what's working.

### **EVERYONE HAS A ROLE BANNER**

What It Is: Post job titles and responsibilities visually. Add pictures or job paths.

## WHAT CONSTRUCTION LOOKS LIKE EVENT

**What It Is:** Host an interactive demo day or career tour with real team members.

## TALK 6 RESOURCES

Here are full details on some sample activities for **Toolbox Talk 6, Mental Health in Construction,** designed to help you facilitate a productive and engaging session for your team.

## "QUIET SPACE" ZONE

**What It Is:** A dedicated area for reset, calm, and focus where team members can reset.

#### How to Build It:

- Use a corner of the trailer or supply an unused mobile unit.
- Include water, shade, silence, optional resource cards.
- Communicate that this is normal—not a sign of weakness.

## MENTAL HEALTH ADVOCATE" ROLE

What It Is: A peer resource for support and guidance.

#### How to Build It:

- Nominate or volunteer 1–2 advocates per jobsite.
- Provide resource handouts and check-in guidance.
- Recognize their leadership during CIW.

## 15-MINUTE MENTAL HEALTH MOMENTS

What It Is: Quick break + resource check, led weekly or monthly.

## TALK 7 RESOURCES

Here are full details on some sample activities for **Toolbox Talk 7**, **Psychological Safety in Construction**, designed to help you facilitate a productive and engaging session for your team.

## YOU GOOD? CHECK-IN

**What It Is:** Add to every shift start. Optional hand signs or quiet signals.

## TRUST NOMS

**What It Is:** Build and post 3–5 behaviors your team agrees to hold each other accountable for.

## "SPEAK UP WINS" BOARD

What It Is: Highlights when speaking up helped improve work, safety, or culture.

#### How to Build It:

- Post real examples shared by crew (anonymous or named)
- Use photos, sticky notes, or printed cards.
- Refresh weekly and recognize brave voices.

## TALK 8 RESOURCES

Here are full details on a sample actiity for **Toolbox Talk 8**, **Pivot & Build – Life After Athletics**, designed to help you facilitate a productive and engaging session for your team.

## WHO HELPED YOU PIVOT? WALL

What It Is: Invite stories or thank-you notes to those who made a difference in career redirection.



## TALK 9 RESOURCES

Here are full details on sample activities for **Toolbox Talk 9, Construction Careers for Veterans**, designed to help you facilitate a productive and engaging session for your team.

## "SERVICE WALL" FOR VETERANS

What It Is: Visual recognition of team members with military backgrounds

#### How to Build It:

- Invite voluntary photos, rank, years, or branch.
- Post in breakroom, hallway, or fence banner (with permission)
- Include thank-you messages or coins/stickers.

### **VETERAN SPOTLIGHT HUDDLE**

**What It Is:** Weekly moment to thank and hear from a veteran team member.

## DAY IN THE LIFE TALK

What It Is: Invite veterans to explain their current job and how it connects to past service.

## TALK 10 RESOURCES

Here are full details on a sample activty for **Toolbox Talk 10, Disability & Neurodivergence,** designed to help you facilitate a productive and engaging session for your team.

## "SMALL CHANGES, BIG IMPACT" LIST

What It Is: A living list of simple things that make people feel respected or included.

- Ask each crew member to contribute 1 thing.
- Keep it posted or digital.
- Revisit monthly to check what's working.

## TALK 11 RESOURCES

Here are full details on sample activities for **Toolbox Talk 11, Small Actions, Big Impact,** designed to help you facilitate a productive and engaging session for your team.

## "DO MORE / DO LESS" LIST

What It Is: A two-column board where teams decide what cultural habits to build or drop.

#### How to Build It:

- Column 1: Do More (e.g., shoutouts, asking for input)
- Column 2: Do Less (e.g., ignoring new folks, sarcasm)
- · Revisit at the end of CIW week

## **SMALL ACTS CHALLENGE**

What It Is: Set a goal (e.g., 3 kind acts/day). Reward participation with stickers or cards

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## **RECOGNITION WALL**

What It Is: Daily place to recognize teammates for great behavior or support.

### **WELCOME BUDDY SYSTEM**

What It Is: Pair each new team member with a peer for the first 7–14 days.

### **CULTURE SHOUTOUT BOARD**

What It Is: Anonymous or named note board where people can shout out small acts of inclusion.



## TALK 12 RESOURCES

Here are full details on sample activities for **Toolbox Talk 12**, **Bridging Generations: Building Together**, designed to help you facilitate a productive and engaging session for your team.

### "2-MINUTE SKILL SWAP"

**What It Is:** A quick peer exchange between team members from different generations.

#### How to Build It:

- Pair up employees with different experience levels.
- Each person shares one tool, trick, or technique they rely on
- Do it before a shift, during break, or as part of a team meeting?
- Optional: write tips down and post on a shared board

## "BEST ADVICE I EVER GOT" BOARD

**What It Is:** A board collecting crew wisdom from all ages.

#### How to Build It:

- Use a bulletin board, whiteboard, or poster, post in the trailer or lunch area.
- Ask: "What's the best advice you ever got about work or life?"
- Write answers anonymously or with names.
- Rotate daily or weekly and share during huddles.

## "TOP 3 WAYS TO WORK ACROSS GENERATIONS" POSTER

What It Is: A collaboratively built visual with crowd-sourced advice.

#### How to Build It:

- During a huddle, ask: "What makes teamwork easier across ages?"
- Choose the top 3 ideas and turn them into a poster.
- Laminate and post in the trailer or near punch clocks.

### **GENERATIONAL SNAPSHOT**

What It Is: A visual showing age diversity on your team—without labeling or stereotyping.

- Create a simple bar or pie chart of birth decades, age ranges and shared strengths (no labels or judgment).
- Use sticky notes or dots for anonymity.
- Add a few common strengths from each group (e.g., "problem-solving," "techsavvy," "mentoring")

## TALK 12 RESOURCES

Here are full details on sample activities for **Toolbox Talk 12**, **Bridging Generations: Building Together**, designed to help you facilitate a productive and engaging session for your team.

## "BRIDGE PLAN"

What It Is: A simple agreement on how to reduce generational friction and build connection.

#### How to Build It:

- Ask each team: "What helps us respect each other, no matter our age?"
- Write down shared answers (3–5 total)
- Post as a jobsite or office pledge
- Optional: revisit quarterly or after onboarding new staff

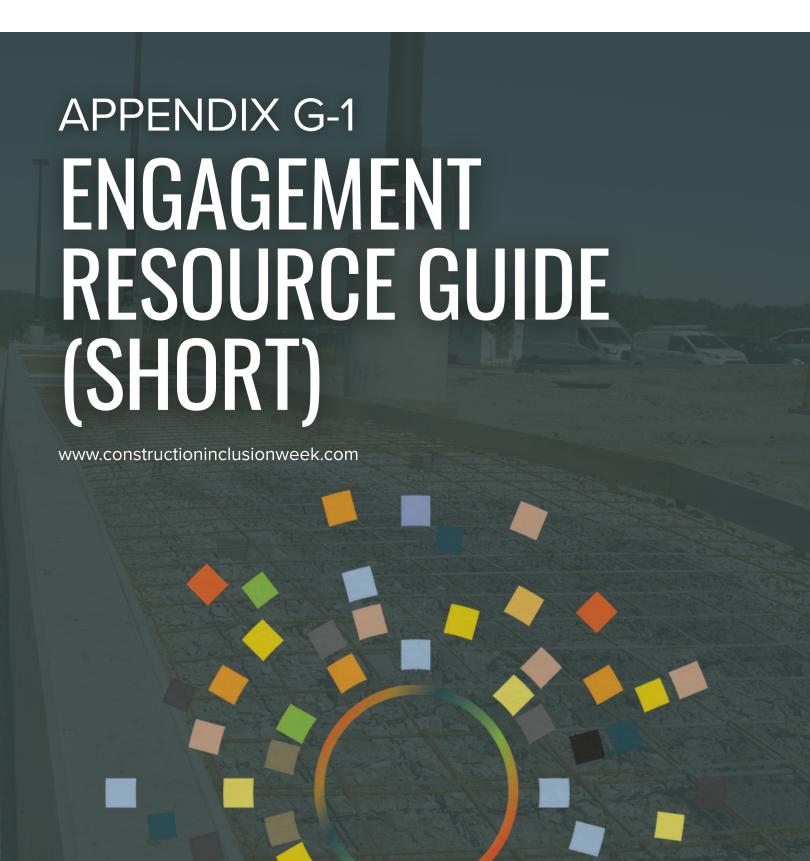
## WE BUILD TOGETHER" PLEDGE

What It Is: A collaborative statement of unity and shared values.

- Post a blank sheet or banner with the title.
- Ask each person to add one word or short sentence about what "building together" means.
- Add stickers, photos, or team names.
- Use as a photo opportunity or signature wall.



## CIW 2025 TOOLBOX TALKS



# **TALK 1**MENTORING

- Mentor Minute Share 1 quick lesson at daily huddles.
- Buddy Check-ins Pair new hires with a peer for 30 days
- "Meet a Mentor" Panel Host brief group intros from mentors across trades.
- Coffee & Questions Schedule 20-minute Q&A between junior/senior staff
- "Welcome Wisdom" Board Post tips or advice from longtenured employees
- You Belong Here" Letters Handwritten or digital welcome notes from team members.
- **Mentorship Commitment Tree** Visual commitment space where each person posts one action.

# TALK 2 EARLY OUTREACH

- 60-Second Trade Pitches Practice short intros for classroom visits
- "This is What We Build" Wall Photo collage of team-built projects.
- "Ask a Trades Partner" Q&A Invite field staff to answer real questions from students or new hires.
- "Why I'd Join Construction" Story Board Let youth or interns share their future vision.
- Career Day Kit Portable slide deck, job visuals, and CIW talking points.
- Tool Demo Day Hands-on activities with safe tools for student visits
- "Why I Build" Campaign Team members finish the prompt: "I build because..."
- Trades MythBusters Board True/false challenge about construction industry assumptions



# TALK 3 RESPECT ON THE JOBSITE

- Respect on Site Board Ask crew to write what respect looks like to them. Use sticky notes or dry erases.
- Respect Moment Recognize 1 act of respect at every toolbox talk or huddle.
- One Ask, One Acknowledge At days end, each person makes a respectful ask and offers one acknowledgment.
- How We Talk Here Board Post examples of positive phrases used on site.
- **Field Notes Highlight Board** Share observations from field staff that reflect teamwork or improvement.
- **Respect at Work Posters** Print simple graphics or quotes from your own team to display across the job.

# TALK 4 SECOND CHANCES

Build Your Second Chance Lesson – Share stories from those
who turned their lives around in the trades. Include journaling or
quotes for reflection.

# **TALK 5**SITE CULTURE

- **Team Shoutout Board** Space where coworkers can recognize others for actions that support the team.
- See Something, Say Something Culture Reminder Encourage reporting and support culture concerns early.
- **Culture Pulse Survey** A short 3-question anonymous check-in (digital or paper) asking what's working.
- What Construction Looks Like Event Host an interactive demo day or career tour with real team members.
- Everyone Has a Role Banner Post job titles and responsibilities visually. Add pictures or job paths.

# TALK 6 MENTAL HEALTH

- Quiet Space Initiative Dedicate a calm corner or mobile trailer area where team members can reset.
- 15-minute Mental Health Moments Quick break + resource check, led weekly or monthly.
- Mental Health Advocate Identify 1–2 team members trained to help connect peers to support.

# TALK 7 PSYCHOLOGICAL SAFETY

- You Good? Check-in Add to every shift start. Optional hand signs or quiet signals.
- **Speak Up Wins Board** Post moments where someone raised a concern or idea that helped the team.
- **Trust Norms** Build and post 3–5 behaviors your team agrees to hold each other accountable for.

# TALK 8 CAREER PIVOTS

• Who Helped You Pivot? Wall – Invite stories or thank-you notes to those who made a difference in career redirection.

# TALK 9 VETERANS IN CONSTRUCTION

- Veteran Spotlight Huddle Weekly moment to thank and hear from a veteran team member.
- **Service Wall** Post pictures (with permission) or honors of military backgrounds on the team.
- **Day in the Life Talk** Invite veterans to explain their current job and how it connects to past service.

# TALK 10 SMALL ACTIONS, BIG IMPACT

• Small Changes, Big Impact List – Build a shared list of small things that make teammates feel seen or supported.



# TALK 11 BELONGING & CULTURE

- Recognition Wall Daily place to recognize teammates for great behavior or support.
- Culture Shoutout Board Anonymous or named note board where people can shout out small acts of inclusion.
- **Daily Culture Moment** Start each huddle with a quick highlight of something positive.
- **Welcome Buddy System** Pair each new team member with a peer for the first 7–14 days.
- **Small Acts Challenge** Set a goal (e.g., 3 kind acts/day). Reward participation with stickers or cards.
- **Do More / Do Less List –** Create two columns where teams suggest habits to build and drop.

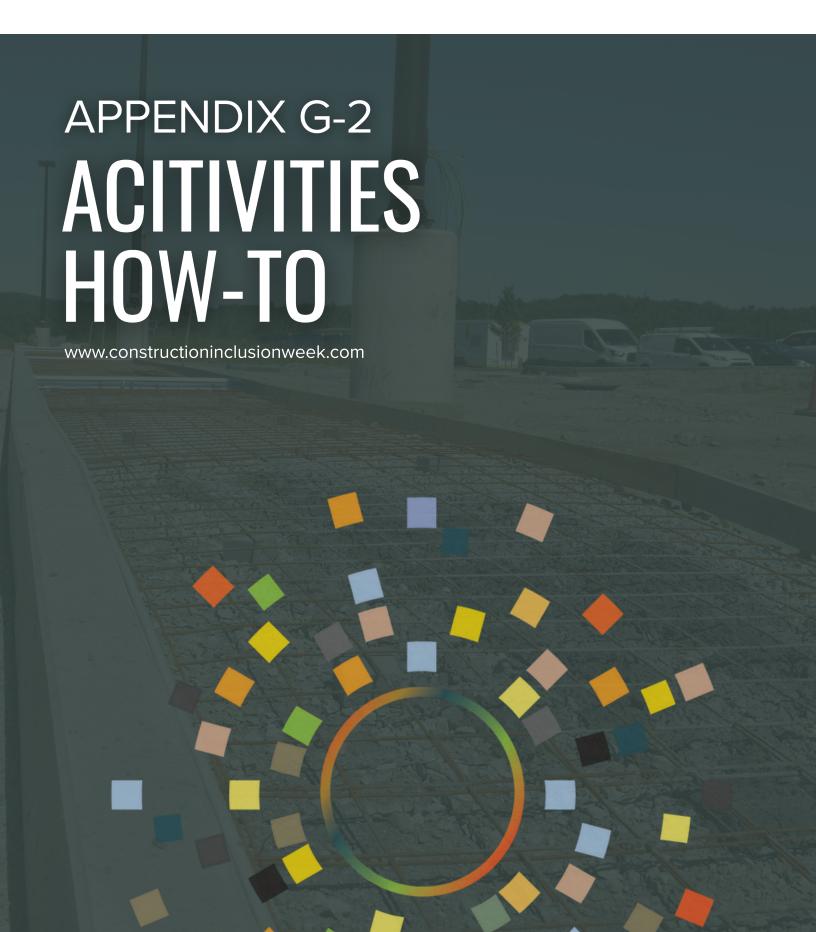
# TALK 12 BRIDGING GENERATIONS

- **2-Minute Skill Swap** Have team members of different ages share one tip or lesson.
- **Best Advice I Ever Got Board** Collect notes from across the team, post in the trailer or lunch area.
- **Top 3 Ways to Work Across Generations Poster** Build it together. Laminate and post in key spaces.
- **Generational Snapshot** Create a visual of age ranges and shared strengths (no labels or judgment).
- **Bridge Plan** Group commitment to reduce generational tension and increase respect.
- We Build Together Pledge Each person adds one sentence or word to a shared statement of unity.





# CIW 2025 TOOLBOX TALKS



# PART 1 CULTURE CARDS

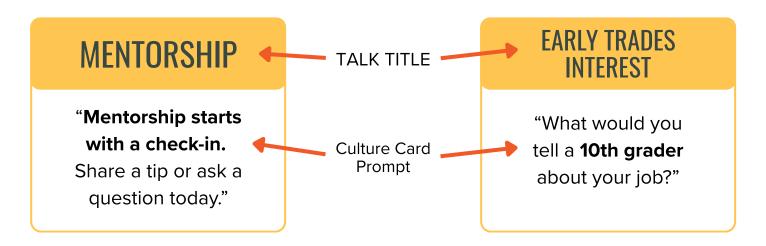


Printable, wallet-sized cards (or digital shareables) with quick prompts, actions, or quotes drawn directly from your 12 Toolbox Talks. Think of them as minimotivators or conversation starters.

## **HOW TO USE:**

- Distribute 1 card per day (or talk) on jobsites, in huddles, or by email.
- Encourage teams to carry, post, or pass along their favorite.
- Use as an entry ticket for discussion, reflection, or raffles.

## **SAMPLE CARDS:**



Talk Title	Culture Card Prompt
Respect on the Jobsite	"Respect is psychological safety. Model it in one conversation today."
Second Chances	"Your support might be someone's first chance. Be the bridge."
Inclusive Culture	"Inclusion isn't one person's job. What's one norm you'll commit to this week?"

## CONT. CULTURE CARDS

Talk Title	Culture Card Prompt
Mental Health	"Check in on a teammate today. Ask, how are you really doing?"
Life After Athletics	"What new energy could you help someone bring to the team?"
Veterans	"Thank a veteran. Ask what drives them now."
Disability & Neurodivergence	"What's one barrier we can remove, physically or socially?"
Small Actions	"Say thank you. Invite someone to lunch. Create the culture you want."
Bridging Generations	"Ask a teammate from a different age: What shaped your work style?"
Economic Opportunity	"Meet a new local or new business this week. Learn their story."

# PART 2 **CIW TALK TRACKER BINGO**



### What it is:

A 5x5 Bingo card with actions, reflections, and activities related to the 13 Toolbox Talks. Teams or individuals check off squares as they engage in CIW during the week.

## **HOW TO USE:**

- Distribute to teams at the start of the week.
- Offer a small prize for a completed row or full card.
- Make it a team challenge: most Bingos = jobsite shoutout!

# **SAMPLE BINGO SQUARES**

Row	Example Actions
1	Greet a teammate by name, share a story about mentorship, attend a CIW talk, Post to #CIWOpeningDoors, Thank a supplier
2	Ask a veteran about their path, join a group activity, visit a jobsite reflection wall, read a Culture Card aloud, Give feedback respectfully
3	Discuss mental wellness at lunch, highlight a young tradesperson, ask someone what inclusion means to them, Partner across generations, Talk to a reentry program
4	Say thank you publicly, invite a student or intern to observe, wear your CIW sticker, complete a Daily Action Card, Share a photo or quote from CIW
5	Watch a "Why I Build" reel, try a new micro-inclusion habit, give someone a shoutout, complete all 5 Talks, Share your CIW takeaway with a friend

# **RESOURCES:**

## (TO INCLUDE IN YOUR FINAL KIT)

Category	Tools
Facilitation	1-page Facilitator Guide (print + digital)     Talk Scripts with Action Checklists
Engagement	CIW Talk Tracker Bingo     Culture Cards (print + shareable PDF)
Documentation	Sign-in Sheets     Pulse Survey Template (print + digital)
Recognition	"Culture Champion" Certificates     Shoutout wall signs
Platform Support	SharePoint/Teams CIW Hub     Power BI dashboard templates for tracking

# CIW 10 MICRO-INCLUSION HABITS

### What They Are:

Use these daily habits to create a more respectful, connected, and productive team. Small actions. Big impact.

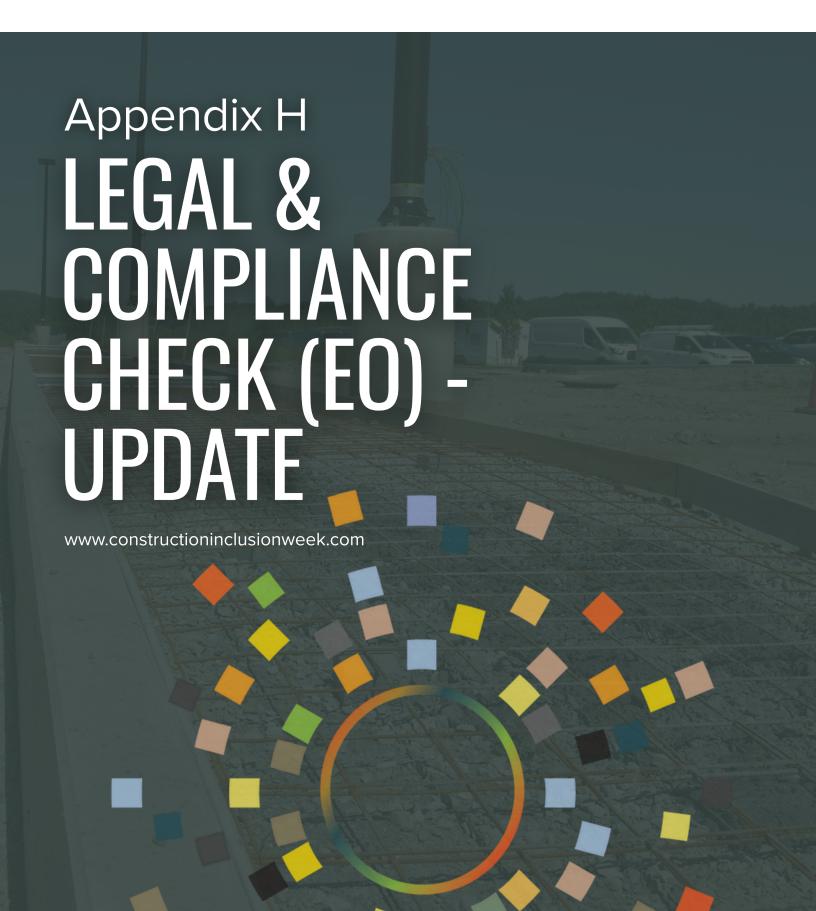
### **HOW TO USE:**

- Distribute during toolbox talks or team meetings
- Print on cards, badges, or post on trailers
- Choose 1 habit to practice each day of CIW week
- Use as reflection prompts on jobsite walls or digital boards

#	Habit
1	Greet teammates by name each day.
2	Say "thank you" when someone helps, no matter their role.
3	Ask for someone's input who hasn't spoken.
4	Make eye contact and listen without interrupting.
5	Give credit publicly for good work.
6	Offer help before it's asked.
7	Share a quick story about how someone supported you.
8	Acknowledge behind-the-scenes or quiet contributors.
9	Use plain, respectful language—especially under pressure.
10	Ask: "What's one thing we could do better as a team?"



# CIW 2025 TOOLBOX TALKS



# EXECUTIVE ORDER 13985

# Advancing Racial Equity and Support for Underserved Communities Through the Federal Government

#### **Alignment:**

#### **Bottom Line:**

- The Toolbox Talks address equity of access, especially through Economic Opportunity, second-chance hiring, disability inclusion, and early workforce outreach.
- They promote barrier removal and community-centered workforce practices.

# EXECUTIVE ORDER 14035

# Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce

#### Alignment:

- The talks focus on belonging, psychological safety, neurodivergence, veterans, and mental health, supporting inclusive workplaces.
- Language is non-partisan, identity-aware but not identity-driven, avoiding overly political or exclusionary terms.

# EXECUTIVE ORDER 14173

# **Ending Illegal Discrimination & Restoring Merit-Based Opportunity**

#### Alignment:

- Toolbox Talks are framed around workforce development, safety, and community, not identity-based hiring preferences.
- Implication for CIW: As a private-sector initiative, your CIW
  Toolbox Talks operate independently and are not subject
  to these EOs.

# OMB GUIDANCE ON DEIA MESSAGING (2023–2025)

### **Key Requirements:**

- Emphasize skill-building, workforce development, and economic access.
- Avoid prescriptive language or politically charged phrasing.
- Focus on outcomes, safety, opportunity, and transparency.

### **Your Compliance:**

- Talks frame DEI through workforce readiness, team performance, safety, and productivity.
- All references to identity (race, gender, disability, etc.) are tied to business value, safety, or skill development.
- Language avoids activism, politics, or polarizing DEI jargon.

# **EEOC & FEDERAL**CONTRACTOR REQUIREMENTS

### What Youve Avoided (which is good):

- No use of "privilege," "oppressor/oppressed," or politically charged frameworks.
- No mandates or quotas; focuses on voluntary improvement and inclusive behaviors.
- No preferential treatment language, only expanding access and building partnerships.
- Aim to reduce stigma and promote respectful environments—fully compliant.
- Don't introduce quotas or preferences; they promote voluntary, inclusive actions.

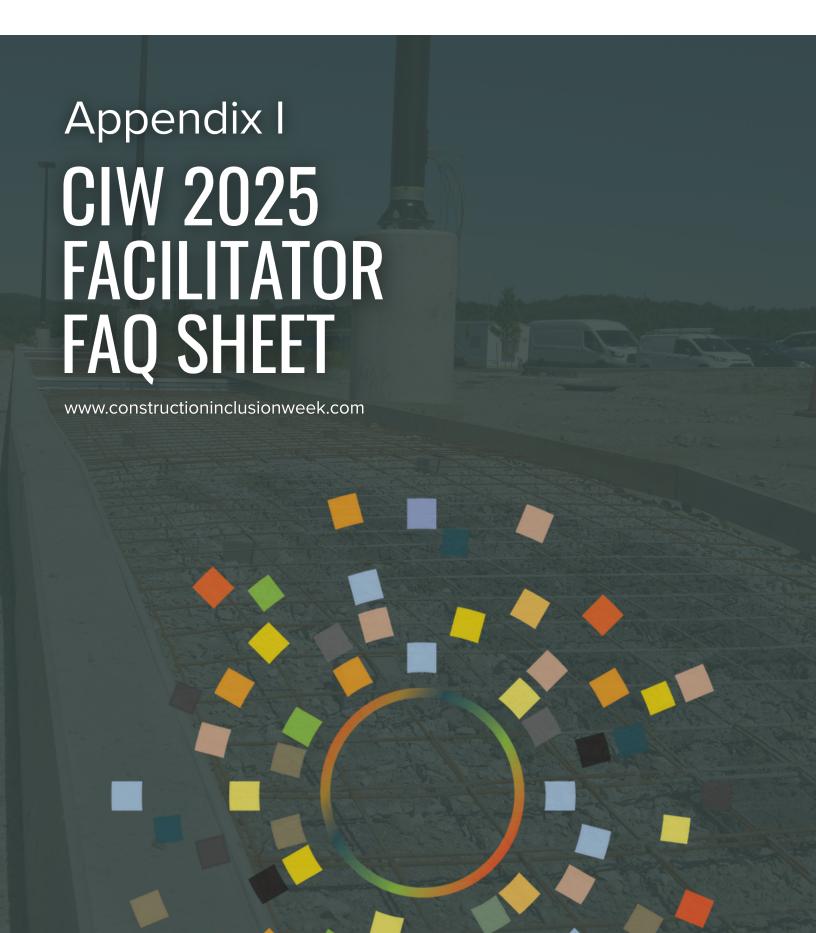
### **Bottom Line:**

- The Toolbox Talks are compliant with Executive Orders, federal funding requirements, and legal guidance for public/private construction projects. They are:
- Business-aligned
- Safety-framed
- Behavior-based
- Culturally inclusive without being legally risky.

The Toolbox Talks remain firmly rooted in **workforce development, safety, and respect**—not identity politics.



# CIW 2025 TOOLBOX TALKS



# **CIW 2025 FACILITATOR FAQ SHEET**

#### 1. Who should lead the talks?

 Anyone can lead—field leaders, office staff, supervisors, DEI champions, or apprentices. Rotate facilitators to boost engagement.

### 2. How long should each talk last?

• Each talk is designed to run 10–15 minutes. Keep it tight and action-focused.

#### 3. Do we have to do all 13 talks?

 No. Use what fits your team. Some teams will do all 13. Others may choose a few by topic or audience.

### 4. What if no one wants to speak up?

 Thats okay. Use group activities like sticky notes or story boards. Focus on showing up, not perfection.

### 5. Is this mandatory?

 No. These talks are voluntary, non-political, and workforce focused. Use them to start conversations, not lectures.

#### 6. Can we customize the tools?

 Yes. Add your company logo, change the format, or simplify for your site. The goal is impact, not formality.

### 7. How do we track participation?

 Use the Talk Tracker Bingo, sign-in sheets, or a photo wall. You can also report numbers to your regional DEI leader.

### 8. What if someone pushes back?

 Emphasize that this is about respect, growth, and retention—not politics. It's about building a stronger workplace.

### 9. What support materials are available?

 Each talk includes a full script, culture card, and optional group activities. You also have a deployment guide and facilitator checklist.

### 10. Is this legally safe to use?

 Yes. These tools are compliant with EO 14173 & 14151 and follow Title VII, ADA, and ADEA. No quotas, preferences, or mandates.