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Business analyst





## Thinking about inclusion



### 1.4 billion people

worldwide have a long-term disability





### 16 million people

in the UK have some form of disability





### **Types of impairment**



#### Visual

ability to perceive or process visual information



#### **Auditory**

ability to perceive or process auditory information



#### Sensorimotor

ability to feel and manipulate a physical device quickly, smoothly, and accurately



#### Speech

ability to produce sounds clearly, smoothly, and understandably



#### Cognitive

ability in mentally demanding areas: reading, memory, attention, language, complex concepts, problem solving



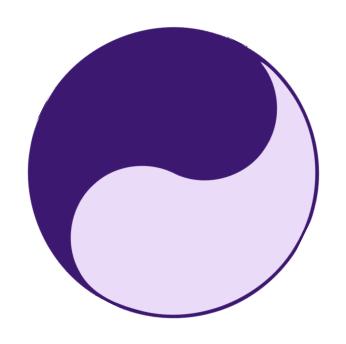
#### Mental health

a mental health condition is considered a disability if it has a long-term effect on your normal day-to-day activity.





## Improving the user experience



Supporting inclusive ways of working

## Inclusive design principles for generative Al

Involve real users

Focus on user needs and context

Remove barriers (Empower and Inspire)

Provide control

Design with transparency

Maintain quality and accuracy

Ethical and responsible use

Support different interaction preferences

Compliance with accessibility standards

https://www.nexerdigital.com/news-and-thoughts/ai-for-all-public-sector



## Inclusive design principles for generative Al

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## Focus on user needs and their context

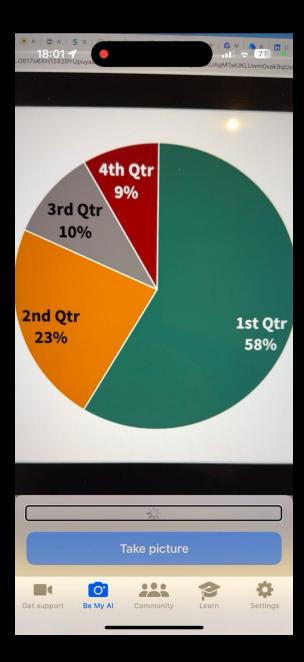






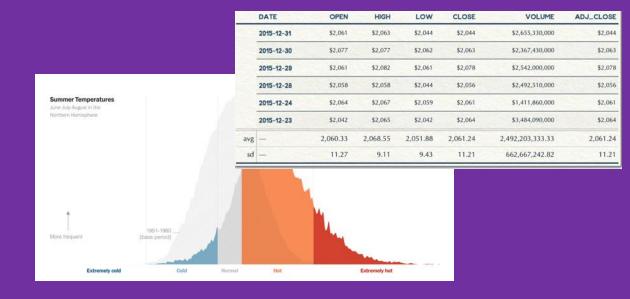








## Empower and inspire







### **Swindon** Council (+ Experts by experience)



#### Paying for your service



We tell you what your daily charge is.

We will charge you £ and send you an invoice for this amount



You can pay us directly from your bank account on Day 28 of each month.



Every year we will look at what you pay.

If the cost changes you will get a new Easy Read Agreement showing the new cost.

#### What your service includes



- · All the support in your agreement
- · Support to match your individual needs . How we can support you to stay
- healthy and safe
- . Use of the centre when you need to.

#### What your service does not include



- Travelling to and from the centre . The cost of activities Freedom Support does
- not provide such as
- o going to the gym
- o going out for a meal o going out to see a film.
- Do you need help with travel?

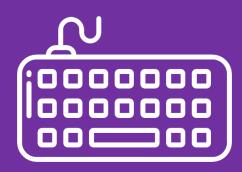


We can help you to travel to and from the centre, and add this to your



## Support different interaction preferences



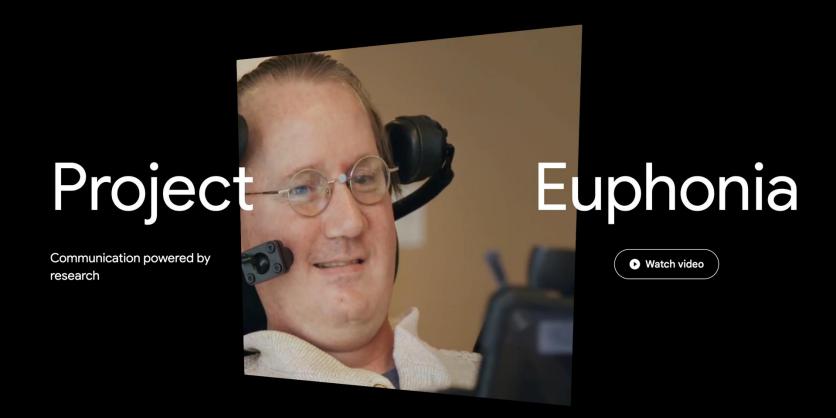






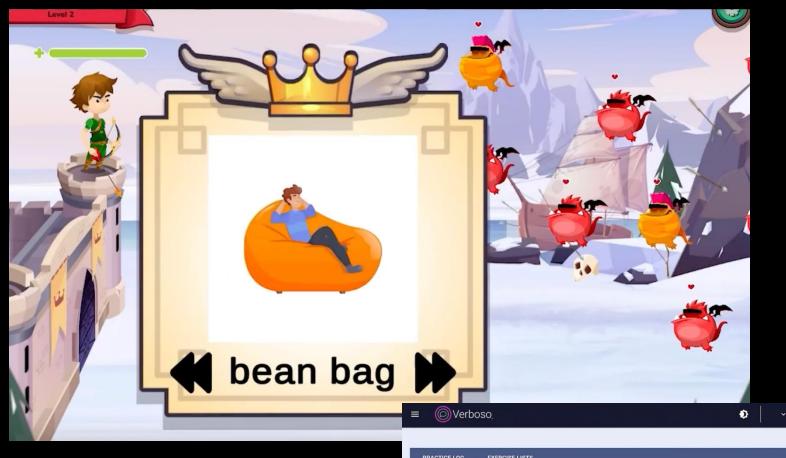


### Google Research





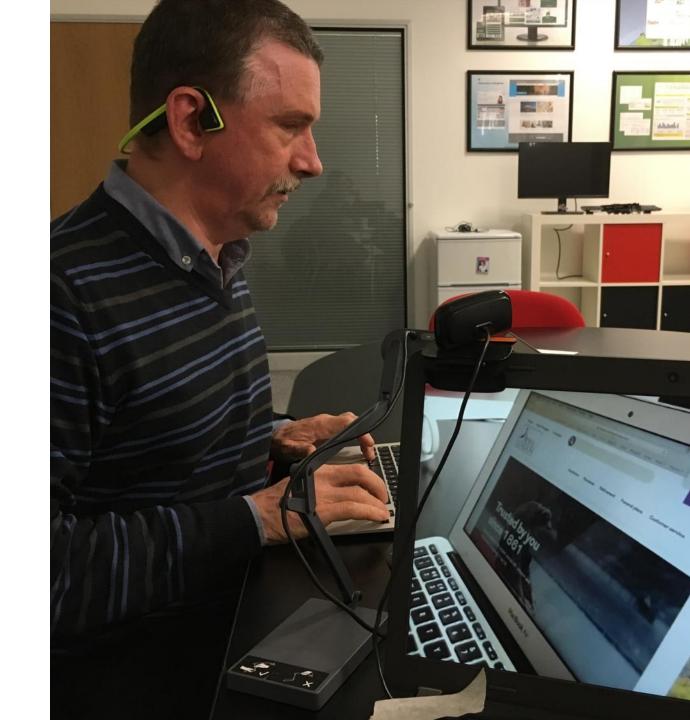
## Verboso





## Maintain quality and accuracy.

## Get real user feedback



# Inclusive ways of working NEXER

## How we make working inclusive at Nexer



The basics you should know about me are ...

- I know I look grumpy 24/7, but I'm honestly very friendly and like being approached
- may often ask for repetition Live in Manchester, enjoy training and/or confirmation in wrestling and Brazilian jiujitsu I can apply visual context to Problem solver, good with words help understand problems an and letters, genuinely shocking with maths and numbers

There are some things which I'd love to resolve as a team ...

hopefully add value

There is clear communication -I am hearing impaired, and so

Wherever I can contribute and

Stopped working for a Russian

Three things I've done

recently which I'm

proud of are ...

Cultural and Religious Inclusion at Nexer Group

- or CARING - was set up in Summer 2023 for

ethnic and religious backgrounds, for a way to

share thoughts, feelings, develop educational

the growing number of staff from various

resources and create a shared community.

I work brilliantly when... stress, I ... am trusted and respected

- Take a mini break, breathe and Eat my weight in cookies or
- Strangle my friends after work (at training of course..)

When I'm dealing with

My best working patterns look like ...

Flexible but lose focus and effectiveness with too many back-to-back meetings

The sort of projects which really excite me have ...

Opportunities for personal and collective growth

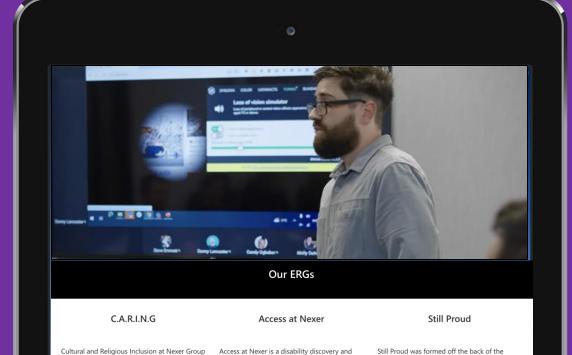
What motivates me to come into work each day is ...

The chance to learn from a wide range of talented humans

successful event in Summer 2023, as a space

develop resources and champion individual

for LGBTQIA+ employees to share experiences,



Access at Nexer is a disability discovery and

focus group. Their mission is to understand

processes and ways of working that will benefit

and address barriers which may prevent

individuals from gaining access to tools,

the entire Nexer community.



### **Employee Resource Groups**

### Access @ Nexer

#### Disability

- Published guidance on inclusive meetings
- Early research on M365 Copilot for disabled and neurodiverse experiences
- Delivered accessibility awareness sessions to colleagues in Sweden
- Collaboration on Neurodiversity Ways of Working Guide

#### C.A.R.I.N.G

#### **Cultural and religious**

- Creating awareness and increasing cultural intelligence
- Improving diversity in leadership roles
- Helping colleagues to participate in cultural events

### **Still Proud**

#### LGBTQIA+

- Developed resources to educate about LGBTQIA+ inclusion
- Organised charity event for #StillProud
- Show and Learn for International Pronoun Day



### **Manual** of Me

#### MANUAL OF ME...

#### LEE VALENTINE - BUSINESS ANALYST

The basics you should know about me are ...

- I know I look grumpy 24/7, but I'm honestly very friendly and like being approached
- Live in Manchester, enjoy training in wrestling and Brazilian jiujitsu
- Problem solver, good with words and letters, genuinely shocking with maths and numbers

#### Three things I've done recently which I'm proud of are ...

- Stopped working for a Russian state-owned company Joined Nexer
- Won a few jiujitsu matches and competitions

#### I work brilliantly when...

- I am trusted and respected
- There is clear communication -I am hearing impaired, and so may often ask for repetition and/or confirmation
- I can apply visual context to help understand problems and solutions

#### There are some things which I'd love to resolve as a team ...

- Wherever I can contribute and hopefully add value
- How I can help you feel included and heard

#### When I'm dealing with stress, I ...

- Take a mini break, breathe and refocus
- Eat my weight in cookies or choc hobnobs
- Strangle my friends after work (at training of course..)

#### My best working patterns look like ...

Flexible but lose focus and effectiveness with too many back-to-back meetings

#### The sort of projects which really excite me have ...

- Opportunities for personal and collective growth
- Anything we can do to change or improve lives

#### What motivates me to come into work each day is ...

The chance to learn from a wide range of talented humans and contribute towards their successes

**NEXXER** 



Access needs and preferred communication methods



Supportive environment with respect for diversity



Sharing personal experiences and challenges



## Lived and learned experiences





Neurodiverse Ways of Working Field Guide



Good Practice for Hearing Loss in meetings



Neurodiversity awareness and communication training



Accessible Design for Older Adults



## Inclusive Language Guide





Inclusive language and why it matters



Includes age, body image, disability, family, neurodiversity, parenthood, race, religion, gender, socio-economic status



Tips to adjust your language for inclusivity



Everyday use: practical guidelines for inclusion



## Sharing knowledge across our teams

## Recognising and overcoming barriers

**Liam**Business Analyst

Liam is a skilled business analyst with expertise in analysing data and creating accessible digital solutions.

Liam has a **hearing impairment** and uses lip reading and captioning for communication.



#### Barriers / Difficulties

- Cannot watch video without subtitles / closed captioning.
- Cannot participate in remote or hybrid meetings without captioning or transcriptions.
- Cognitive load from note taking can lead to missed information
- Challenges in following different perspectives discussed in meetings.
- · Difficulty in recognising who said what during meetings.

#### How Copilot can help Liam

- · Real-time captioning and transcriptions enabled
- Recaps of meetings using transcriptions
   Provides text versions of his meetings
- Catch up and gain insights from videos
   Helps isolate key information from long recordings
- Recap of meetings
   Helps them catch up without needing to read through extensive meeting minutes
- Attribute contributions to specific speakers
   Helps them recognise each individual contributor and follow
   discussions more effectively

NEMER

**NEXXER** 

NEXER

**NEXXER** 

## **Liam**Business Analyst



Liam is a skilled business analyst with expertise in analysing data and creating accessible digital solutions.

Liam has an auditory impairment and uses lip reading and captioning for communication.

#### Barriers / Difficulties

- Cannot watch video without subtitles / closed captioning.
- Cannot participate in remote or hybrid meetings without captioning or transcriptions.
- Cognitive load from note taking can lead to missed information and burnout.
- Challenges in following different perspectives discussed in meetings.
- Difficulty in recognising who said what during meetings.

#### How Copilot can help Liam

- Real-time captioning and transcriptions enabled
- Recaps of meetings using transcriptions
   Provides text versions of his meetings and use Copilot for analysis
- Catch up and gain insights from videos
   Helps isolate key information from long recordings
- Meeting summaries and note generation assistance
   Helps them catch up without needing to read/write extensive meeting minutes
- Attribute contributions to specific speakers
   Helps them recognise each individual contributor and follow
   discussions more effectively







Emily has been working as a UX designer for over ten years. She is passionate about creating inclusive designs that cater to all users.

Emily has a **visual impairment** and relies on screen readers and magnification tools to interact with digital content.

#### Barriers / Difficulties

- Cannot see small text
- Difficult to consume long or complex content
- Team collaboration digital whiteboards on occasions are not accessible
- File sharing and version control challenging to navigate to easily find relevant information
- Difficulty using mouse to target small areas

#### How Copilot can help Emily

#### Summarise emails

Helps them quickly grasp the content of her emails without extensive reading and navigating

#### Create draft emails

Helps dictate and draft emails more efficiently

#### Search for and locate files

Provides easier access to enterprise search

#### Recap of meetings

Helps catch up without needing to read through extensive meeting minutes and transcriptions

#### Generate meeting notes

Helps with her meeting facilitation and note generation and distribution

## **Kevin**Software developer



Kevin is a skilled front-end developer who is detail-oriented and focuses on coding accessible and efficient web applications.

Kevin has a **cognitive impairment** that affects his ability to process complex information quickly.

#### Barriers / Difficulties

- Time consuming to filter large amounts of information
- Difficult to assess credibility of multiple sources of data
- Struggles with ideation and creating ideas from scratch
- Finds detailed technical documents hard to absorb
- Needs explanations to improve clarity and flow of content

#### How Copilot can help Kevin

- Copilot enterprise search
  - Helps find internal resources he needs without being overwhelmed by unnecessary information
- Integrated web content search
  - Helps gather information and resources from multiple external sources
- · Generate ideas from a blank canvas
  - Helps ideate and brainstorm solutions when starting new projects or features
- Summarising complex documents
  - Helps understand and process detailed technical documents
- Ask Copilot questions about content
   Quickly get clarification on complex code or project requirements



## **Sofia**Project Manager



Sofia has extensive experience managing digital transformation projects ensuring they are delivered on time and within budget.

Sofia has a **sensorimotor impairment** and uses voice recognition software and adaptive keyboards for her work.

#### Barriers / Difficulties

- Struggles with traditional input methods, often requiring handsfree workarounds
- Extensive note taking places a strain on motor skills
- Maintaining and reviewing historical records of activities requires sustained physical effort
- Managing daily tasks, to-do lists, and next steps can be physically draining
- Producing detailed project planning and reporting documents can be exhausting

#### How Copilot can help Sofia

- Voice enabled prompting
- Copilot assistance during meetings
   Provides a single platform for multi-channel information retrieval
- Recap of historical meetings
   Helps track project progress by providing summaries of past meetings
- End of day summary and advisory actions
   Helps with organisation by summarising daily activities and next steps
- Quick and easy drafting of documents and presentations Helps generate quick first drafts for her to build upon



## Maya Content designer



Maya is a talented content designer who brings creativity and innovation to the team.

Maya is **neurodiverse** and experiences **sensory sensitivities** and needs structured environments.

#### Barriers / Difficulties

- Struggles with managing sensory overload
- Difficulty starting from a blank slate
- Lack of structure and consistency can cause confusion and frustration
- Challenges with focus and prioritisation
- Overwhelm from unstructured information

#### How Copilot can help Maya

- Simplify workshop content management
   Helps group content based on themes to focus on key information without feeling overwhelmed by clutter
- Summarise MS Whiteboard sessions
   Helps turn detailed discussions into concise points to help focus on essential takeaways
- Generate initial ideas in MS Loop

  Helps ideate and brainstorm solutions when starting new projects or features from scratch
- Create MS Forms with a single prompt
   Helps draft structured forms to avoid the overwhelming task of starting from a blank slate
- Prioritising emails
   Helps focus on important tasks amongst an unorganised inbox



## **Thomas**Service Designer



Thomas is a service designer who excels at crafting user-centred service experiences by aligning customer needs with business objectives across all touchpoints.

Thomas has **Generalised Anxiety Disorder** that can affect his concentration and stress levels when managing deadlines, multiple tasks or preparing for presentations.

#### Barriers / Difficulties

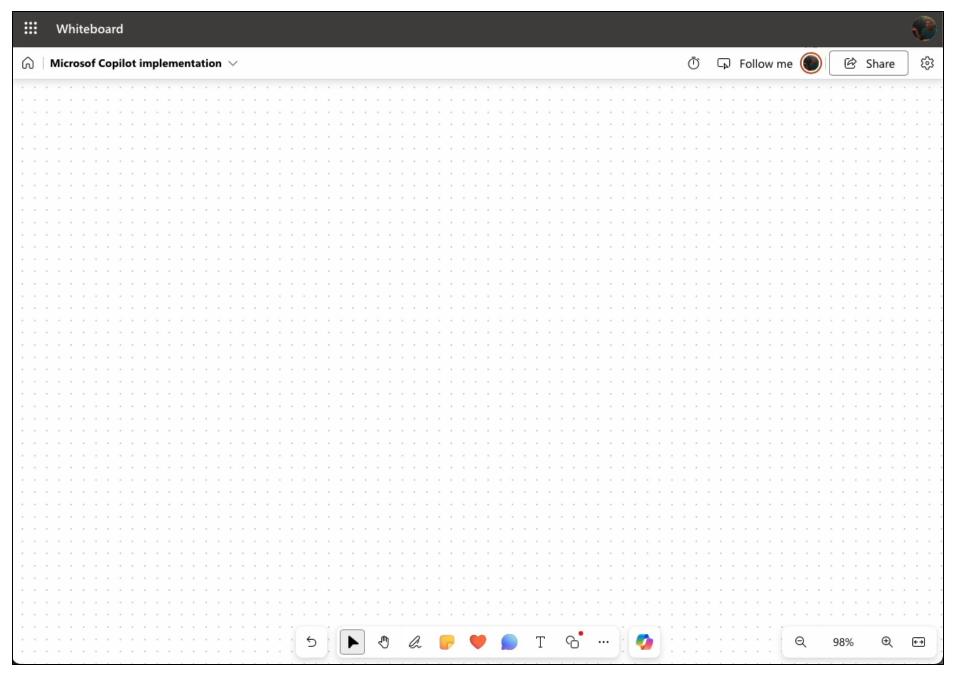
- Cognitive fatigue through information overload
- Struggles to begin tasks for fear of making mistakes
- Fear of miscommunication
- Anxiety induced memory loss
- Strain from switching between multiple apps and tools to find information or complete tasks
- Difficulty prioritising tasks due to anxiety over making wrong decisions

#### How Copilot can help Thomas

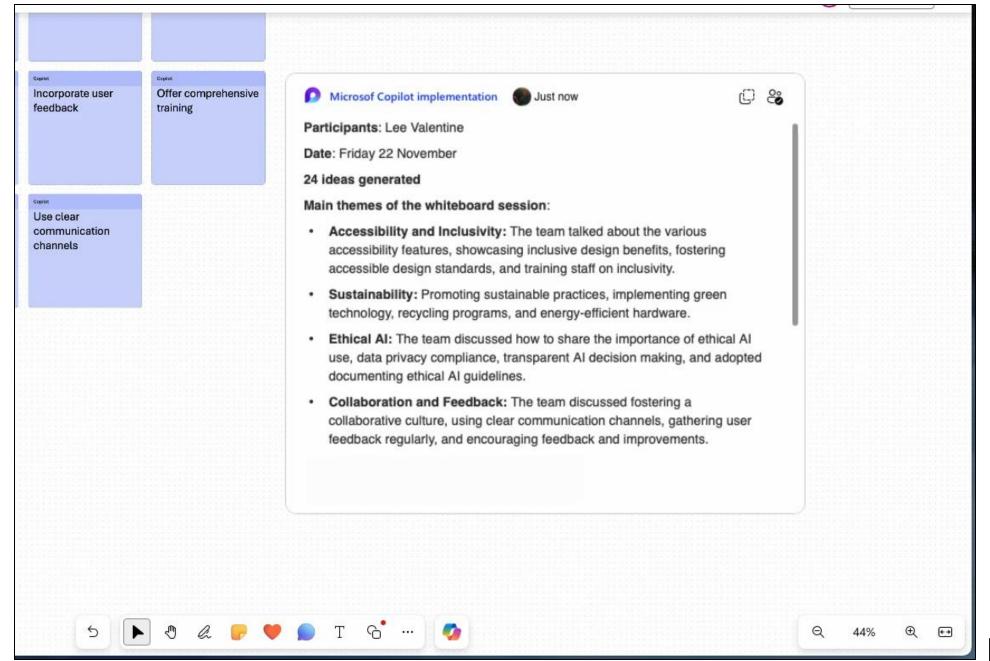
- Highlight critical points in emails, documents and meeting notes
   Reduces anxiety by simplifying complex information ensuring no key details are missed
- Generate draft content, presentations and emails
   Helps start tasks with confidence, saving time and reducing risk of errors
- Support with communication responses and tone
  Reduces anxiety about crafting perfect messages or causing misunderstandings
- Centralised information retrieval

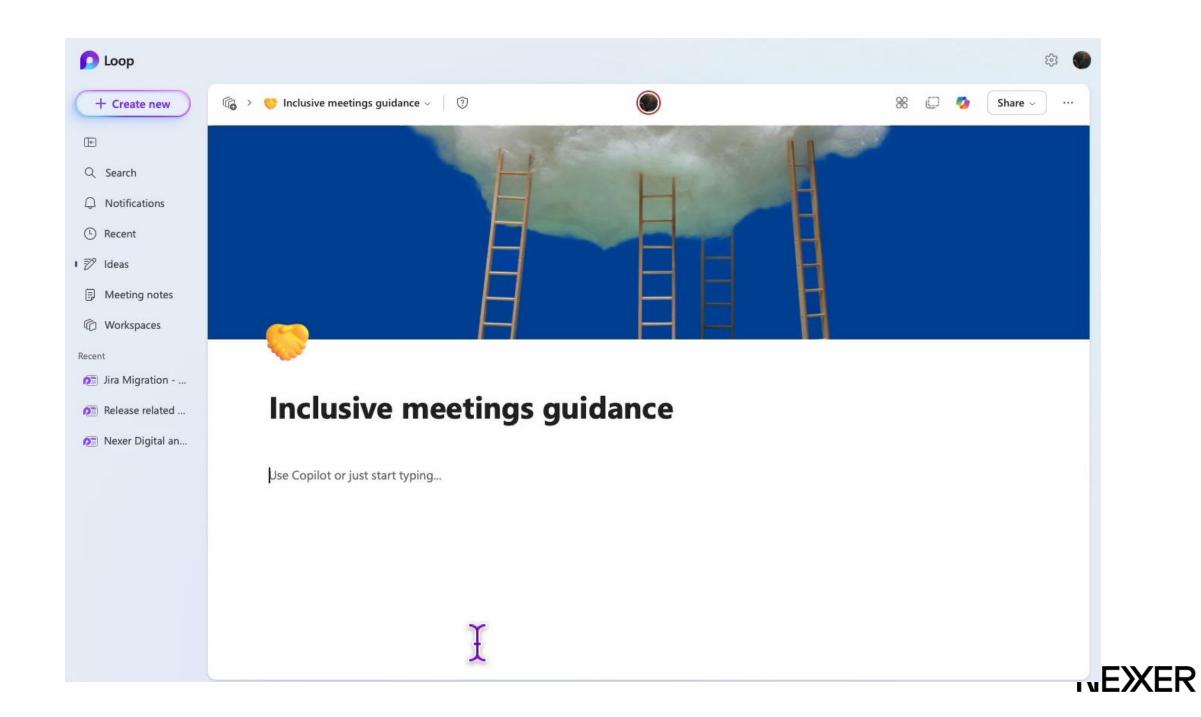
  Quickly locate files, emails or specific documents without needing to remember where they were saved
- Contextual assistance
   Helps pick up where they left off easing the fear of forgetting important points

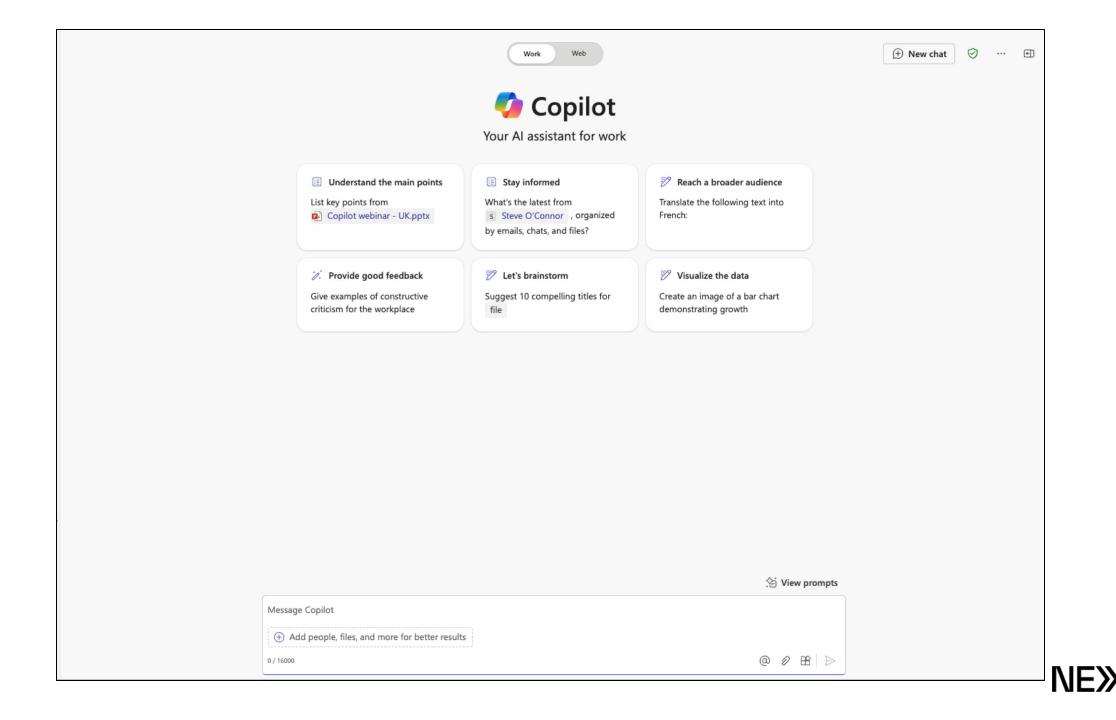


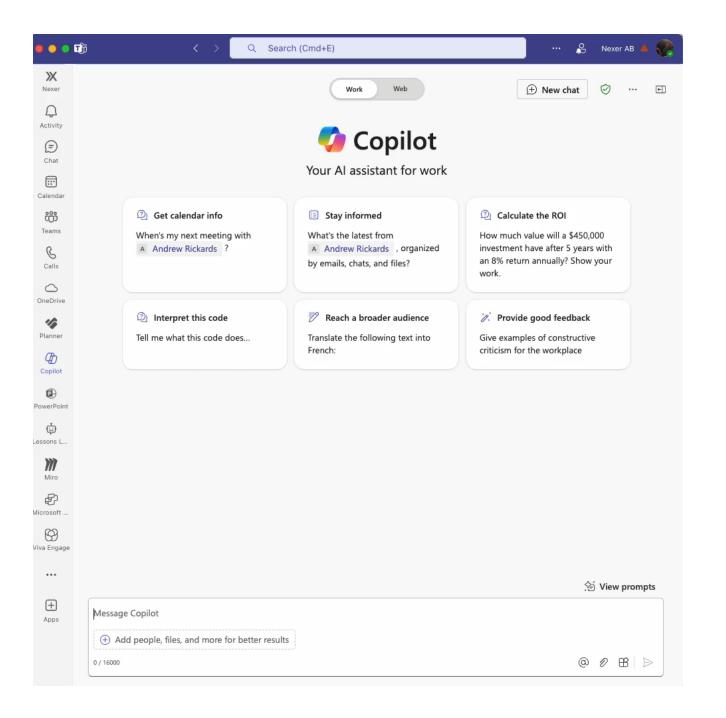














## Why are we doing this?



To harness the power of AI to break down barriers, and create a future where technology empowers and includes everyone, ensuring equal access and opportunities for all.



### **Useful resources**



Microsoft inclusive design



<u>UK National Al</u> <u>strategy</u>



Opportunities for Al in Accessibility



Designing generative AI to work for people with disabilities



Al and a new era for disability services



Council using AI to help people with learning disabilities

