



Tips for Inclusive Meetings

Take time to plan your meeting

Who is invited / missing?



Is there a more convenient time of the day for certain colleagues to attend? Consider the impact of those who have to rush to get in for the meeting or running late at the end of the day.

What is the objective?



According to research, 72% of professionals say that setting clear objectives would make their meetings more successful.

Who speaks the most / least?



If one person always dominates or derails the conversation, consider asking a quieter person to chair. If people are typically distracted on laptops during meetings, consider setting a no tech rule.

Will anyone be dialling in remotely?



If one person has to dial in remotely, is it worth making the whole meeting remote? If not possible, consider asking a remote colleague to drive the presentation. Remote workers may not be coming to the meeting with as much context – be aware of hallway conversations.

Have you accounted for different learning styles?



It might be worth sending out meeting notes in advance or, at the very least, be sure to explain the purpose of the meeting in your meeting invitation. Consider the impact of receiving a meeting invitation with no context or a vague title.

During your meeting



Don't assume the first idea is the best idea

We have a tendency to pay more attention to the people within closest proximity or the person that speaks first. Find a way to ensure everyone has a chance to contribute.



Have you allowed enough time for input?

Allow enough time for those who might take longer to reach a decision to speak.



Has everyone got a seat at the table?

Make sure there is enough space in your meeting room for everyone to have seat at the table.



Is there a clear agreement?

Always check that there is a clear agreement on what is expected moving forwards. Send a follow up from the meeting to recap.

Our 5 top tips...

- > **Take time to plan**
- > **Share an agenda**
- > **Rotate the Chair**
- > **Take note of who isn't speaking**
- > **Ask for feedback**

