

10 Tips for Effective and Inclusive Meetings

1. Share an inclusive agenda beforehand

- Information sharing before a meeting helps both slow and fast thinkers

2. Give everyone a chance to speak by setting your expectations at the onset of a meeting:

- I am actively seeking different opinions.
- For this meeting, please remember to take space and make space so that all who WANT to speak, are able to do so.

3. Give consideration to those who are more junior roles or new to the organization

- Ask more junior employees to give their views first
- Use voting tools
- Intervene if someone is monopolizing the conversation

4. Consider 1:1 conversations

- Especially before a big meeting so that everyone has a chance to air their views

5. Create psychological safe zones

- Encourage new ideas (even wild ones)
- Embrace *productive* conflict

6. Body language aids understanding

Observe what is happening in the room and encourage video conferencing rather than just audio

7. Protect good but less-polished ideas

Ask critics to supply an alternative suggestion

8. Consider the level of conviction of the group

When a decision is made – vote if 'agree', 'can live with' or 'disagree'

9. Protect the last 5 minutes

Use this time to ensure everyone knows what their responsibilities are and when/how they need to respond

10. Collect feedback

On the effectiveness/inclusiveness of the meeting