INCLUSIVE MEETING PRACTICES

January 13, 2022
Objectives

Build awareness of dynamics in meetings that encourage or limit inclusion

Learn skills to encourage full participation

Reflect on opportunities to make your meetings more inclusive
What words come to mind when you think of an inclusive meeting?
Barriers to Participation

- Prove-it-again
- Tightrope
- Parental wall
- Tug-of-war
Planning Ahead

Who is invited to the meeting?  
When are meetings scheduled?  
How will attendees participate?
Hybrid Meetings: Remote First Mindset

Ask remote participants to contribute first

Assign remote/in person pairs
PAN: Pay Attention Now

1. Who gets floor time at the meeting?
2. Is there a culture of interrupting?
3. Whose ideas get lauded or implemented?
4. Who gets credit for ideas shared?
5. Who does the “office housework?”
Inclusive Practices

- Invite attendees with intention
- Schedule thoughtfully
- Circulate the agenda in advance
- Make a seat for everyone
- Signal everyone’s role
- Establish ground rules
Inclusive Practices

Mind the “stolen” idea

Don’t give interrupters free reign

Rotate “office housework”

Encourage diverging opinions

Read the room

Normalize questions & feedback
Reflection & Small Group Discussion

How inclusive are the meetings you often attend or lead?

Which of these practices do you currently employ in meetings you attend and lead?

Which might you want to do more of in the future?
Bias Interrupters
https://biasinterrupters.org/

The Center for WorkLife Law
UC Hastings Law
# BIAS INTERRUPTERS FOR MEETINGS

**Survey**

**Instructions:**
Please indicate the extent to which you agree with each of the following statements using the scale presented for each question.

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<th>1</th>
<th>2</th>
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<td>1</td>
<td>Strongly Disagree</td>
<td>Disagree</td>
<td>Somewhat Disagree</td>
<td>Somewhat Agree</td>
<td>Agree</td>
<td>Strongly Agree</td>
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1. I am interrupted at meetings more than my colleagues.

2. In meetings, other people get credit for ideas I originally offered.

3. My suggestions or ideas are respected as much as my colleagues.’

4. People expect me to be passive and quiet.

5. I get pushback when I behave assertively in meetings.

6. I am frequently left out of meetings I should be invited to.

7. Meetings often take place at locations or during times I cannot attend.

8. Compared to others, I am often asked to break away from the focus of the meeting to handle support or technical tasks. (Ex. Picking up printing or refilling coffee.)

9. My ideas are often welcomed and implemented.

10. I am usually the one arranging meetings, taking notes, and e-mailing colleagues reminders. Skip this question if these duties are part of your job description.