

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?

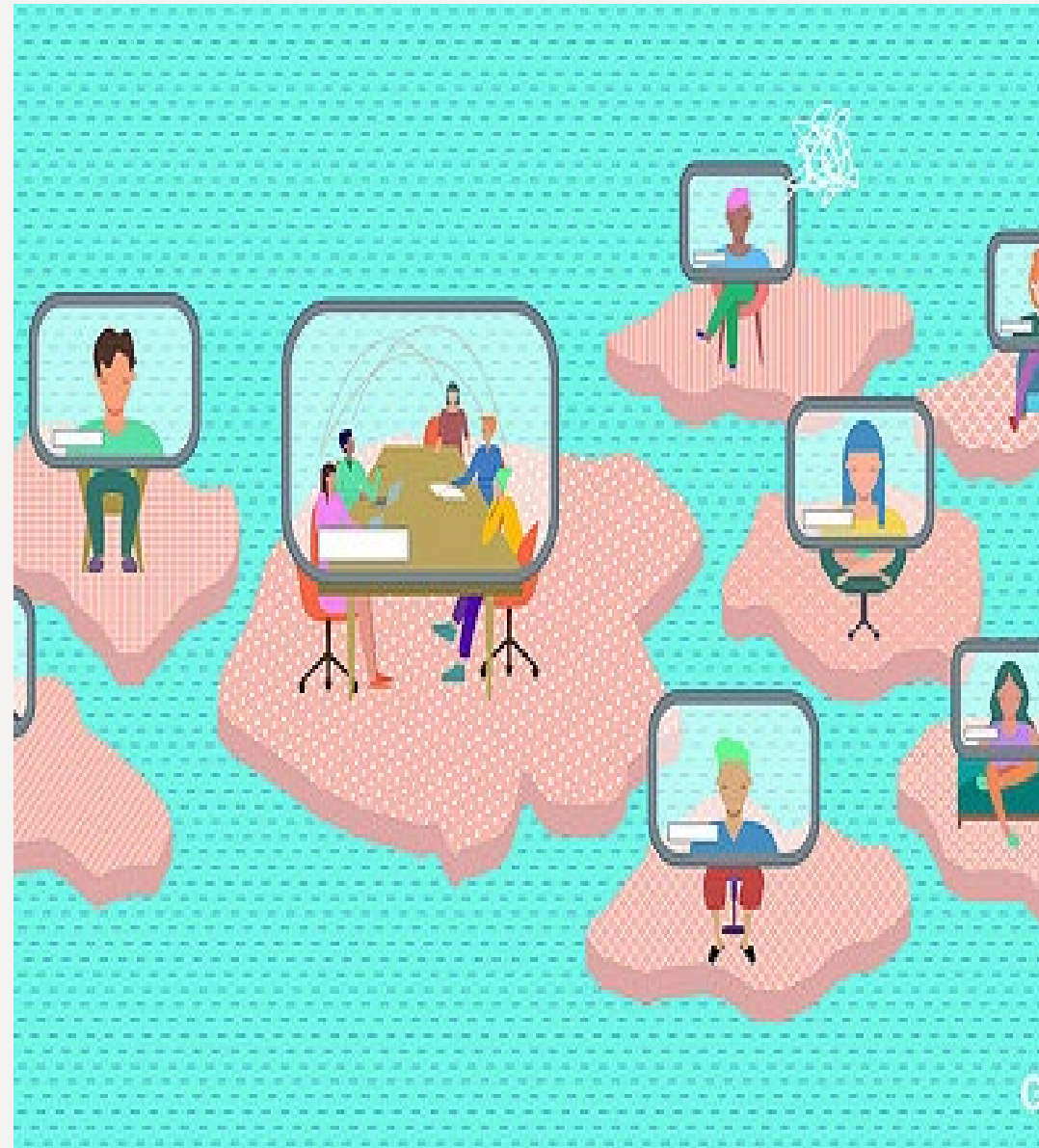


How will
attendees
participate?

Hybrid Meetings: Remote First Mindset

Ask remote participants
to contribute first

Assign remote/in person
pairs



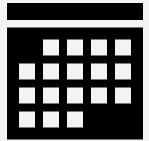
PAN: Pay Attention Now

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 *small steps big change*

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.

Indicate the extent to which you agree/disagree.

	1 Strongly Disagree	2 Disagree	3 Somewhat Disagree	4 Somewhat Agree	5 Agree	6 Strongly Agree
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.						