



Inclusion Moment

To Build an Inclusive Culture, Start with Inclusive Meetings

Most organizations have already put a stake in the ground on diversity in hiring practices and creating diverse teams. The same needs to happen for inclusion

Checklist for leading inclusive meetings:

- Review your list of attendees: Are you missing people who represent diverse or dissenting points of view?
- Send the agenda out ahead of time.
- Greet each meeting participant warmly, by name, so everyone feels welcome.
- State ground rules up front and make sure they explicitly foster inclusion.
- Mediate and facilitate: keep track of who's talking — and who's not. Exhibit zero tolerance for interruptions. Prevent anyone from dominating or derailing the discussion.
- Remain engaged in the conversation from beginning to end.
- Follow up after the meeting. Thank participants for attending and ask for their feedback.

Meetings have morphed over the years: we gather virtually, across time zones, and often, with far less face-to-face time. Yet, one thing has not changed. Meetings are still the prime venue to build and foster a fully inclusive culture that engages and equips people to do their very best at work.