

Inclusive Meeting Facilitator Guide

This tool provides guidelines for facilitating inclusive meetings that encourage participation from all attendees.

Pre-Meeting Preparation

- Send agenda and materials in advance
- Ensure accessibility of meeting space/platform
- Consider diverse time zones for remote participants

Meeting Start

1. Welcome and Introductions

- Use inclusive language
- Invite preferred pronouns (optional sharing)
- Acknowledge any cultural observances if relevant

2. Set Ground Rules

- Respect all perspectives
- Practice active listening
- Avoid interrupting
- Be mindful of air time

During the Meeting

3. Facilitation Techniques

- Round-robin for input on key decisions
- Use breakout groups for deeper discussions
- Employ silent brainstorming for idea generation
- Practice “Step Up, Step Back” to balance participation

4. Addressing Non-Inclusive Behavior

- Interrupt microaggressions or offensive comments
- Redirect conversation to be more inclusive
- Offer private feedback if necessary

5. Decision-Making

- Clearly explain decision-making process
- Seek input from quieter participants
- Summarize different perspectives before concluding

Meeting Close

6. Wrap-Up

- Summarize key points and action items
- Ensure equal distribution of follow-up tasks
- Invite feedback on meeting process

Post-Meeting

- Send out minutes and action items promptly
- Follow up on any unresolved issues or concerns
- Reflect on meeting inclusivity and note areas for improvement