

Inclusive Meetings

Toolkit Instructions



Meetings are the forums where people come together to discuss ideas, make decisions, and be heard. Meetings are also where an inclusive organizational culture forms, grows, is reinforced, and takes hold. This practical toolkit will equip you to create meetings where everyone is included and valued.

You can use this toolkit to create inclusion in:

- Team meetings
- Project or working group meetings
- In-person, virtual, or hybrid meetings

In the toolkit there are 38 cards with facts, questions, and explainer videos to prompt discussion, exploration, and inclusive action.

The **Discuss cards** are labeled Level 1, not because they are the easiest to complete, but because they set the groundwork for psychological safety in the group and prepare the group to effectively work through the **Explore cards** (Level 2) and **Act cards** (Level 3).

SOME TIPS FOR USE

- Start each meeting by spending some time working as a group on one of the cards. Or less often, but complete more cards and dedicate more time in that meeting.
- Decide as a group how often you will use the toolkit and commit that to your meeting cadence and meeting agendas.
- Select what card you will be working on in advance of the meeting and share with participants so they have time to reflect on their contribution in advance.
- Read the card, give the content some thought, then watch the QR-code explainer video for more context (if needed) before addressing the discussion or action prompt.

- Use various facilitation methods to provide all people the opportunity (and confidence) to contribute.
- Consider the current state of the team and its meetings to determine how best to use this toolkit.



If your team is new, you have new team members, or perhaps trust is yet to be built; start with the **Discuss cards** and then work through the rest of the deck.

From Start to Finish

- Ensure the deck of cards are in numerical order (*hint: the cards are numbered on the top right of the card*)
- Complete each card one at a time



If you have been using this toolkit some time and you want to reinforce inclusion in your meetings you can take a more 'targeted' or 'random' approach.

Targeted Focus

- Select the card/s that are a priority to address
- Complete those cards first and then work your way through the other cards

Pick Any Card

- Select a card at random to work on
- Then repeat

Please let us know if you come up with other great ways to use the Inclusive Meetings Toolkit
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