

# How to be More Inclusive in Online Meetings

Everyone has a different way of thinking and speaking.

How are you designing and running your meetings to meet the styles, preferences and abilities of everyone in your team?

Visual thinkers process and relate information through detailed, concrete images or representations of relationships between objects in space. Include them through diagrams, charts, white boards and post-it notes.

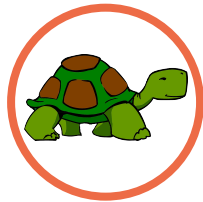


**Visual** ← **Cognitive Style** → **Verbal**



People with a verbal cognitive style process and relate information verbally. Include them through discussion, stories and written lists.

Deliberate thinkers need to think through things before contributing. Include them by providing pre-reading and ways to contribute after the meeting.



**Deliberate** ← **Thinking Preference** → **Spontaneous**



Spontaneous thinkers quickly come to a conclusion, making them impatient, frustrated or disconnected if discussion continues. Allow them to contribute immediately through discussion or a shared document.

Cautious communicators hesitate to interrupt or directly contradict others. They are often quiet in meetings. Include them by calling on everyone by name or by breaking into smaller groups.



**Cautious** ← **Communication Style** → **Assertive**



Assertive communicators are comfortable speaking up and contributing to most topics. They often dominate meetings and should not require specific measures to be included.

## General Tips

1. **Have a considered agenda.** Decide how you will present each topic so that everyone is included.
2. **Have everyone prepare for the meeting,** by providing pre-reading and asking for them to come ready to contribute.
3. **Facilitate the meeting to include everyone,** by inviting people to speak by name and breaking into smaller groups for discussion.
4. **Work in a shared document** that allows immediate contribution during the meeting and considered contribution before and after the meeting.
5. **Encourage different forms of presentation and discussion,** including visual forms and physical activity.