

“Recommendations for managing meeting inclusively

PDT, a consultancy that advises on building inclusive cultures, has developed the following checklist for reducing unconscious bias in meetings.

Before the meeting:

- Consider who you have consistently listened to in past meetings with the same group.
- Re-assess the meeting agenda; pre-plan who should lead each item.
- Is there an individual who consistently sways the final decisions? What is it about this person that is so persuasive?
- Are there individuals that you are more comfortable being questioned by than others?
- Ask a colleague to monitor your meeting behaviours – in terms of the above points and resulting micro-behaviours.

During the meeting:

- Solicit everyone's opinions. Remember not to always draw upon the same people's opinion, but equally do not discount their opinion on this basis.
- Follow the meeting agenda; if the meeting raises topics for further consideration extend the meeting time or arrange another meeting.
- Ensure the final decision is balanced and is not influenced by the power a single individual may hold.
- Be open to challenges from all parties by asking for counter-opinions and examples.

After the meeting:

- Book a time for feedback from your observational colleague. Work through their feedback objectively and take notes.
- Before your next meeting, re-read these notes and consider how to incorporate the feedback.

Source: PDT “