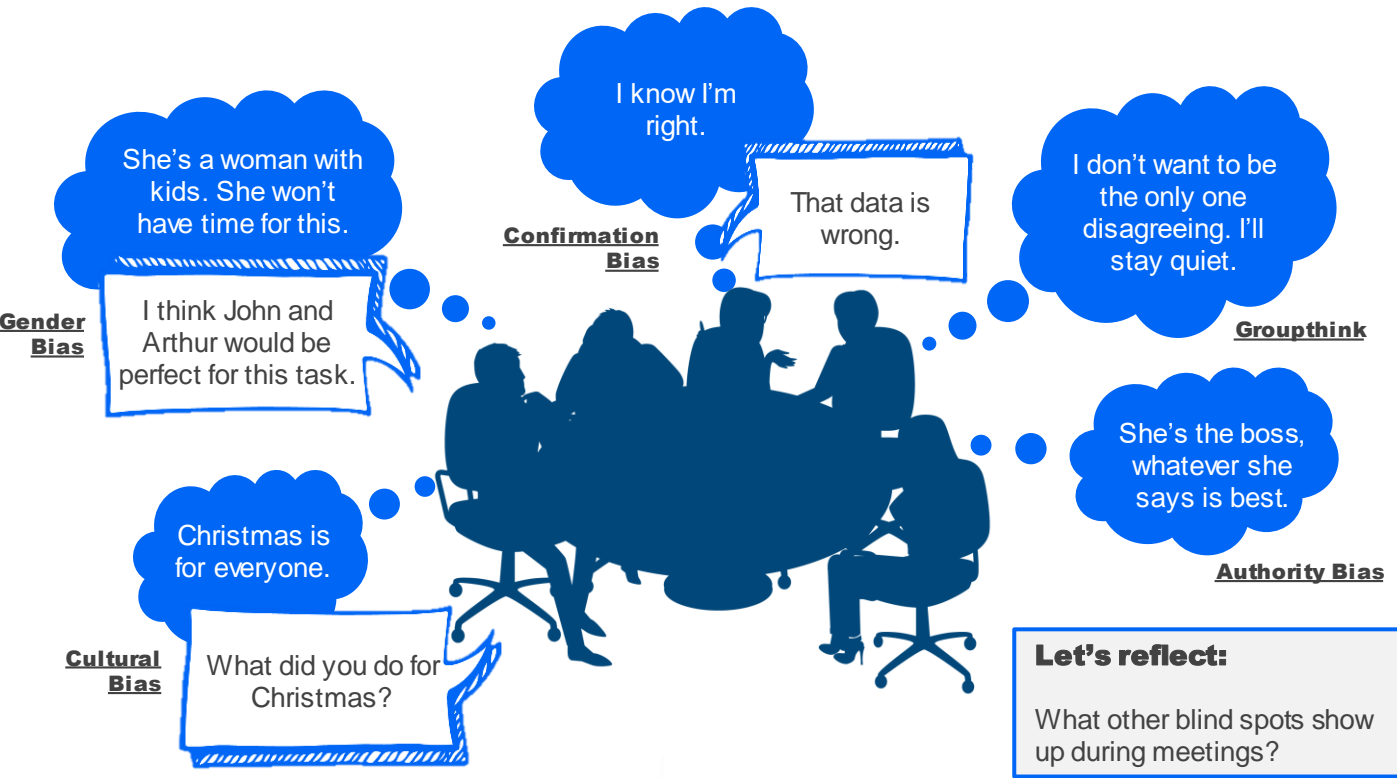


Our United Culture

Infusion Series | Issue # 1

Facilitating INCLUSIVE MEETINGS

The [Results Cone](#) teaches us that thinking drives behavior and behavior drives results. How [blind spots](#) manifest in meetings is a great example. Sometimes they just linger as thoughts that lead us to inaction. And other times, they translate into words or actions that inadvertently exclude others or even offend them, keeping us from achieving meeting goals, high performance and innovation.



How do you get rid of your own Blind Spots before they affect the meeting?

Zap Your Brain

- ✓ **Challenge your assumptions**
- ✓ **Play Devil's Advocate on yourself**
- ✓ **Be honest about what you don't know and stay curious**
- ✓ **Reflect on how you can bring Our Values to life**

How can you help others avoid their Blind Spots and make sure that everyone gets to contribute?

Inclusive Meeting Tips

- ✓ **Use Inclusive Meeting Starters**
- ✓ **Acknowledge and leverage differences**
- ✓ **Set ground rules promoting inclusion and diversity**
- ✓ **Engage everyone**
- ✓ **Ask for and use feedback**

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Inclusive Meetings BINGO

HOW TO DO IT

1. Choose 1-2 practices you want to try in one of your meetings.
2. After the meeting, come back and put a mark on or highlight the practice you successfully used.
3. Repeat until you complete 4 in a row! (Just resist the urge to yell "BINGO!")

OPTIONAL CHALLENGES

- Go for a Blackout
- Find an accountability partner
- Do it as a team

THROUGHOUT
THE MEETING

Challenge your assumptions

Before making decisions, double-check your decision-making and thought process. Ensure they are not baseless or come out of preconceived notions.

Play Devil's Advocate on yourself

Think about alternatives and oppositions to what you believe and see what insights arise.

Be vulnerable and stay curious

If you are not sure about something or if you have a different opinion, be honest and voice it out. Stay curious and listen to input from others.

Live Our Values

Use our Relationship and Innovation values to guide our thoughts and actions.

BEFORE
THE MEETING

Double-check The Who

Identify who should be involved in planning and who needs to be invited to the meeting. Figure out how the participants can help achieve the meeting goals.

Double-check The How

Ensure that you are being considerate of time zones, format, cultures and work arrangements.

Use Outcomes, Agenda, Roles and Rules (OARRs)

Setting up Outcomes, Agenda, Roles and Rules will help participants be aligned to the meeting goals.

Leverage Diversity

Maximize the talents of every person in the meeting by encouraging each one to give their perspective and maybe even own a task that plays to their strengths.

DURING
THE MEETING

Use Inclusive Meeting Starters

Start the meeting on a positive note and establish a safe space.

Agree on and adhere to Ground Rules that promote I&D

Some examples:

- Call out elephants in the room.
- Build on each others' ideas, use "yes...and".
- Participate don't dominate.

Be a Referee

Be radically candid. Watch out for:

- Interruptions.
- Opportunities for feedback.
- Lack of questions.
- Equal participation.
- Non-verbal cues and body language.

Change or Rephrase Questions

Ask questions a different way to get a variety of answers and perspectives.

AFTER
THE MEETING

Seek external feedback

When the team gets stuck or to avoid groupthink, try to get an outside perspective.

Follow up in a meaningful way

Use the feedback given and let people know how you've used their feedback.

Reflect on your role in the meeting

Look back and consider how you dealt with Blind Spots and whether you were inclusive throughout the process.

Plan next steps

Based on your reflection, think about what you'd like to do in your next meeting to continue being or be even more inclusive.

ADDITIONAL RESOURCES

[Inclusion and Diversity Learning System: Inclusive Meetings Spotlight](#)

Cullinan, R. [Run Meetings that are Fair to Introverts, Women, and Remote Workers](#). *Harvard Business Review*.

Bastian, R. [How to Run Inclusive Meetings](#). *Forbes*.

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