

Our United Culture

Infusion Series | Issue # 4

Being Inclusive through MEETING STARTERS & ENGAGERS

Working collaboratively with people from various backgrounds involves building and maintaining relationships with each team member. Using meeting starters and other team-building activities help make these collaborations be inclusive, conducive to innovation and productive.

FOSTER INCLUSION BY:

 making attendees feel welcome	 encouraging all to be here now	 building connections	 accepting each person's authentic self
 respecting boundaries	 facilitating interaction	 creating a sense of safety	 affirming unique perspectives

BEST PRACTICES FOR INCLUSIVE FACILITATION

BEFORE THE ACTIVITY:

- ✓ Plan to use tools creatively. Plan your activities so you can leverage both virtual and physical tools, whichever is appropriate and available to your audience.
- ✓ Consider accessibility. Make sure everyone has the resources or capability to participate whether virtually or in-person.
- ✓ Don't require people to participate. Encourage people to participate but never force them or pick hesitant participants out of the group.
- ✓ Allow preparation. Send out ice breaker in advance so people can reflect on it and prepare ahead of time.

DURING THE ACTIVITY:

- ✓ Avoid labels. Stay away from "types", "categories" and "labels" that reinforce stereotypes in race, religion and culture. Focus only on behaviors, personality traits, shared characteristics.
- ✓ Be mindful of culture and sub-cultures. Be mindful of whether your activity might have a cultural nuance that may not be observed by everyone.
- ✓ Promote Inclusion. Do not single out participants who are "different".
- ✓ Celebrate diversity. Positively acknowledge and celebrate differences.
- ✓ Give Options. Some people may not be comfortable answering all types of questions in all types of settings. Make sure to give people options to participate in the way they are comfortable.
- ✓ Affirm participants. Be observant of and show genuine appreciation for the unique abilities, talents and contributions that each person may have shown during the activity.

AFTER THE ACTIVITY:

- ✓ Express gratitude. Thank the participants for participating and ask them if they have anything they would like to share about their experience.

Additional Resources:

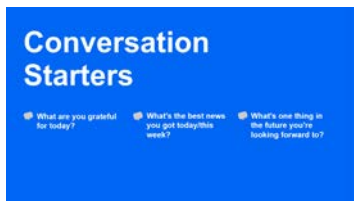
[How to Kickstart Your Meetings With More Joy](#)
[Inclusive Meetings Spotlight](#)
[Inclusion and Diversity Learning System](#)

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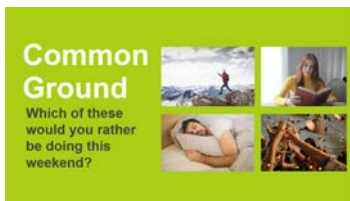
Being Inclusive through MEETING STARTERS & ENGAGERS

Click on the PowerPoint icons to view detailed instructions and templates.



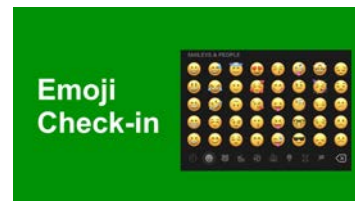
Conversation Starters Template

Try using these creative conversation starters in lieu of the old, "How are you doing today?"



Common Ground Template

Show pictures of common hobbies, food and other interests and see who share common ground.



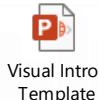
Emoji Check-in Template

A fun alternative to the Mood Elevator.



Two Kinds of People Template

This is a fun way to show preferences taken from the book by João Rocha.



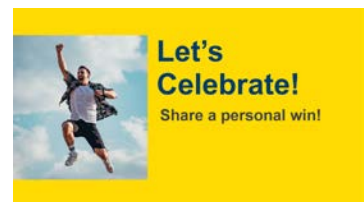
Visual Intro Template

Virtual business cards or visual introductions help humanize the people on the call or help you relate to any audience.



10 Things Template

Take the opportunity to show appreciation and affirm your team and have them do the same for each other!



Personal Win Template

Affirm someone's recent achievements whether at work or in their personal lives. Have team members share personal wins.

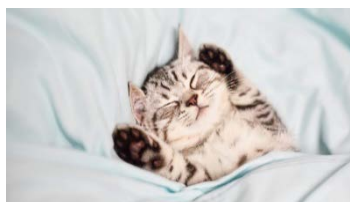


Photo Sharing Template

Have team members share any photo of aspects of their lives outside of work.



#IAM Template

Ask people to introduce themselves with the filters in which they see the world, their unique lens that they are comfortable discussing.

For more of these, you may also visit the [Meeting Starters and Activities page](#) in the [Inclusion and Diversity Learning System](#).