

# HOW TO RUN INCLUSIVE MEETINGS

## Overview

We spend a lot of our days in meetings. They're where teams come together to work, brainstorm and make decisions. But they're often not as effective as we need them to be because we fail to harness everyone's experience, perspectives and great ideas.

In this unique course, I provide loads of practical tips to shake up your meetings. Attendees love the practical tools in this session and regularly tell me they make an immediate difference!

## The course covers

Why it's so critical to hold inclusive meetings, and how they drive diversity of thought and better outcomes

What holds us back from holding effective meetings where everyone is engaged and contributes

Practical tips to make your meetings more inclusive, covering both process and behavioural changes

Hands-on case studies that will challenge the attendees to think differently and make changes

## Details

- 3 hours duration
- Can be face-to-face or online
- Up to 20 people per session
- Key takeaway: A5 handout or online version of tips to make meetings more inclusive
- Includes a planning meeting of up to one hour to discuss how this session can support your inclusion journey and an overview of the participants etc.



## Suggested attendees

Senior leaders

Leaders

HR team members

Anyone else who runs meetings  
in your organisation



Please contact me to discuss  
running this training course  
in your workplace

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