



Every voice

Meetings are essential for sharing ideas and discussing decisions. Yet power dynamics often get in the way, and people don't speak up.

Help people feel safe and confident to contribute in your next meeting. Here are seven tips to get started:

1. Ensure the right people are in the meeting to start with
2. Normalise what people might think are 'stupid questions'
3. Manage the voices in the room, and create space for those who need it
4. Listen, really listen, deeply and actively to whoever is talking
5. Keep an eye on your body language, and look to be open and inviting
6. Provide multiple ways to contribute
7. Welcome opposing views and a difference of opinion