Leading Inclusive Meetings

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Welcome!

- Please add your name, position and unit in the chat!

Overview of Session

- Preparing

- Facilitation

- Ending well

- What can go wrong

Preparing for group meetings

- Inclusive scheduling
- Rotations of clerical work, not volunteers
- The Agenda
- **Norms and agreements**

Example #1 Norms

- <u>Ultimate Proxy Learning Norms</u>
- *Step Up/Step Down*
- *Be Fully Present and Prepared*
- *Assume Positive Intentions*
- *Keep Each Other in the Risk Zone*
- *Maintain Confidentiality*
- *Trust the Process*
- *Practice a Growth Mindset*

Center for Leadership and Educational Equity
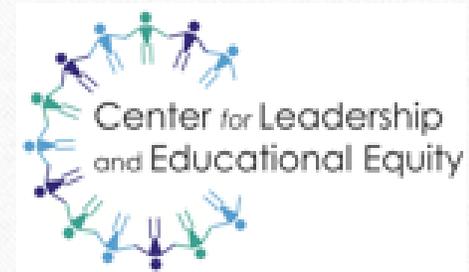
Setting norms activity

Individual Reflection Prompts:

Think about a group where you are the currently the leader.

What current norms that are effective for the group?

Current norms that limit effectiveness of the group?

What new norms could you adopt to make things better?

Protocol in chat

Quick read of protocol and Think/Pair/Share

Think/Pair/Share

- What did you learn about your leadership from thinking through the norms?

- What is one thing you think you might be able to change about your group if you added norms and agreements?

Inclusive Facilitation: Context

- Starting well
  - Establishing or reviewing norms
  - Introductions (ice breakers, intros)
 - Reviewing and adjusting agenda

Inclusive Facilitation: Meeting Design

- Encourage active participation and make space for independent thoughts (prompts, polls, jamboards, chat)

- Strategies should maximize participation and promote equity of voice

- Consider protocols to help provide structure See: School Reform Initiative

Protocols

- [Data Driven Dialogue](#) For examining data together (free)

- [Chalk Talk](#) For reflecting and generating ideas (free)

- Theme sort (purchase)

  - https://pipdecks.com/
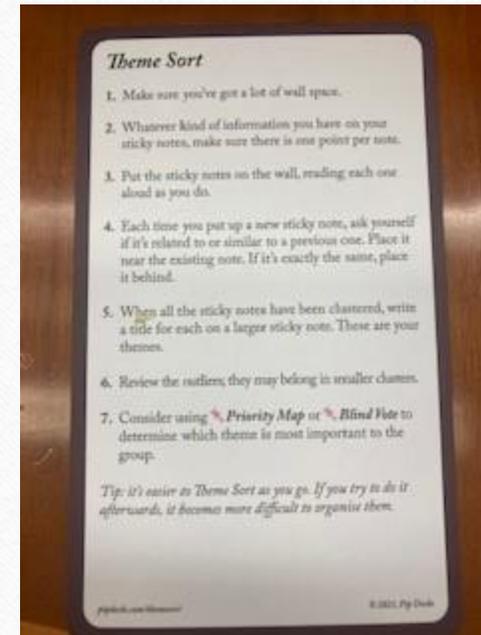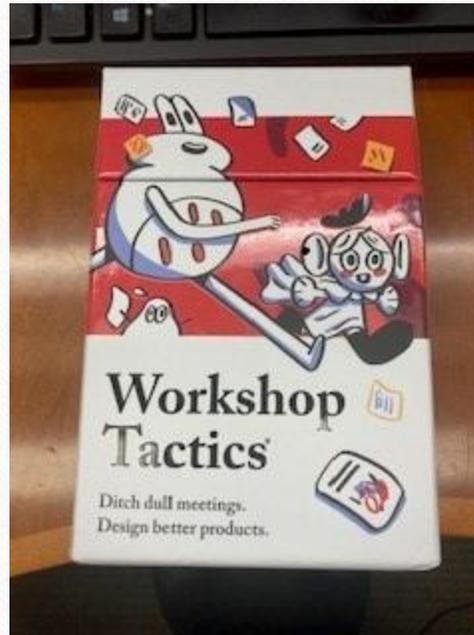
Inclusive Facilitation: The Discussion

- Set timeframes for each segment/discussion

- Acknowledge and center discussion

- Clarifying and probing questions during conversation

 Pocket Guide to Probing Questions

- Use a "parking lot" for loose ends, unfinished business, ideas

- Redirect flow of discussion when needed: acknowledge and back to the agenda!

Inclusive Facilitation: Managing Workflow

- Be mindful of the work getting assigned during meeting

- Reconsider volunteering as a strategy

- Think on your feet!

- Assess interest, and do check ins later

Ending Well

- Closings are important
- Remind of group workspace
- Acknowledgements
- Minutes include actions plans, follow ups check in plans

What can go wrong?
Manterruptions, Bropriating (AKA Hepeating), Whipeating, Mansplaining

- Interruptions
- Dominating air time
- Posturing
- Taking credit for ideas
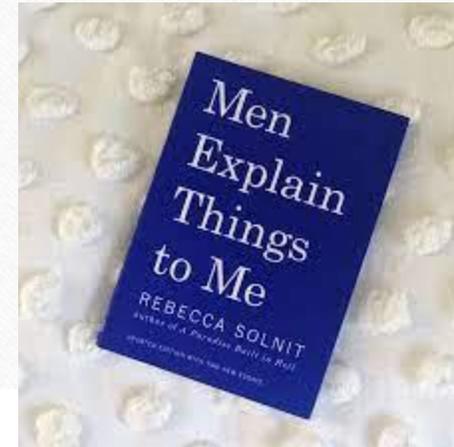
Bropriating/Hepeating

- Bropriating happens when a man appropriates an idea that a woman or non binary person came up with and acts as if it were his, taking the credit for himself.

- (Hey, that's my idea!)

- Hepeating is when an idea or opinion that has been stated by a woman or non binary person is ignored but then greeted with enthusiasm when it is repeated by a man.

- (Am I invisible?)

Whipeating

I can barely wait to take credit for your great ideas.

someecards

- Whipeating is when white people take credit for the ideas or points originally made people of color. This is very similar to Bropriating and Hepeating.

Manterruptions

- The unnecessary interruption of a women by a man.

Working through dynamics issues

- Intentional meeting planning and execution (plan, plan, plan)
- Rely on norms to prevent/interrupt problems
  - Be clear that you will be reinforcing them
  - Be consistent about revisiting norms
- Listen and redirect/intervene in the moment
- Talk to people privately when needed
- Provide training for people who need more support

Questions?

Processing Jamboard

- What did you learn that you want to use today?

- What are you still curious about after today?

- Closing Jamboard