## INVOLVE EVERYONE EQUALLY





We have all been in meetings where a few loud voices dominated the conversation.



"The loudest voices rarely represent the majority. They're usually speaking for the extremes. You won't understand the views of a group until you've invited the quieter voices into the discussion. Don't mistake silence for disengagement. It's often a sign of deep reflection." Adam Grant



Many factors may influence who speaks up or is interrupted, and who doesn't, including hierarchical positions, race, gender, language, individual personalities, and communication styles.



"The facilitator's job is to help everyone to do their best thinking. The facilitator serves absolutely everyone, supporting everyone to feel helped, to feel supported, to feel encouraged to express their thoughts. There is noone else who has that commitment." Ewen Le Borgne



In your meeting, you want everyone to be heard, seen and respected. You want the full picture of perspectives, ideas, experiences and knowledge.



As the one leading the meeting, you have the unique opportunity to equalize voices for the duration of the meeting and create 'a temporary alternative world', as Priya Parker describes.



"Rules-based gatherings, controlling as they might seem, are actually bringing new freedom and openness to our gatherings."

Priya Parker







Facilitators know this.

You don't need to be a facilitator to involve everyone in your meetings. Make your meeting an equitable and inclusive space.





## Facilitate your meetings!

Because facilitated meetings are better meetings.



Your facilitator, your sparring partner, Nadia von Holzen
Learning Moments
<a href="https://learning-moments.net/">https://learning-moments.net/</a>