



INCLUSIVE ACTIVITY

TITLE : Give everyone a voice

DURATION: Any set timeframe within a team meeting. No specific time required

PURPOSE: To enable everyone to speak and have a voice. Use the activity to ensure that everyone is heard in a meeting.

PREPARATION: A pen or another object to pass around

STEPS: Hand the pen, stick or other object to the first team member in the meeting. Explain that the object will pass around the group to enable each person to speak. Whilst each person is speaking or sharing their ideas, the rest of the team will actively and respectfully listen. This method of inclusive listening could be used:

- 1) At the start of a meeting as a check in to hear how everyone is doing or what they are working on
- 2) As a way to generate ideas on a problem or issue the team may face, so that everyone's diverse ideas are heard



"We celebrate our diverse culture where everyone's contribution is welcomed and valued."

WHAT ROLE MODELS DO:

- **Respectful** - Understand differences & respect Individuality.
- **Authentic** - Strive for honest & genuine interactions.
- **Diversity Champions** - Invite & listen to the views & opinions of others.

LEADERS ALSO:

- **Respectful** - Create team environments where it feels safe to ask questions, share views, & challenge non-inclusive situations.
- **Authentic** - Are consistent & transparent with how colleagues are led & motivated.
- **Diversity Champions** - Ensure a diverse range of people are involved with making decisions or generating ideas.