Storyboard: How to Create More Inclusive Meetings

Target Audience:

Executives, managers, team leads, any other individuals who lead meetings, and the support staff that help set up and facilitate meetings.

Learning Objectives:

- 1. Describe an inclusive meeting.
- 2. Explain the importance of inclusive meetings.
- 3. Identify strategies to make meetings more inclusive.

Seat Time: 20-25 minutes

Outline:

- Course Intro / Navigation / Objectives
- Inclusive Meeting definition and characteristics
- Step 1: Reflect
- Knowledge Check
- Step 2: Inclusive practices and strategies
 - o Topic 1: Meeting Logistics
 - o Topic 2: Power Dynamics
 - o Topic 3: Welcoming Atmosphere
- Summary
- Knowledge Check
- Congratulations

Directions:

Notes for Reviewers:

- Please focus on the **accuracy** and **completeness** of the content during this review cycle. "Page breaks" for the online course will be adjusted after the content is edited.
- Questions for reviewers are indicated with green highlighting. All questions will need to be resolved before programming can begin.
- Remember, the text in the third column will be narrated audio.
 - o There will be "connecting" words and phrases that would not appear in a written procedure. If the wording seems awkward to you, try reading the text aloud to see how it fits, then make changes if it still seems necessary.

- o Capitalization is not important in the Voiceover column but is very important in the column "Slide Text" column.
- o All narration/voiceover that is not marked with a speaker tag is voiced by the narrator. Slides 1.9-1.11 have multiple speakers. Speaker tags are included for those slides.
- Please use the "New Comment" function in the Review section of Microsoft Word to make comments.

Module Resources/References:

Diversity Calendar 2022: https://www.diversityresources.com/2022-diversity-calendar/

Diversity Calendar 2023: https://www.diversityresources.com/diversity-calendar-2023/

Accessible Meetings: https://www.section508.gov/create/accessible-meetings/

Inclusive Food Choices:

https://www.shrm.org/resourcesandtools/hr-topics/behavioral-competencies/global-and-cultural-effectiveness/pages/how-to-boost-inclusion-over-a-meal.aspx

General notes:

- User advances all slides
- Show Next/Back/Submit buttons on the player, unless otherwise specified
- Text is Open Sans unless otherwise noted.
- Text in [brackets] should not appear on the slide or be recorded in voiceover (VO).
- All pictures of meetings used in the course should follow the guidelines for an inclusive meeting as much as possible.
- Color palette:

o Dark Purple: #292980o Light Purple: #7474A3o Dark Gray: #404040o Light Gray: #9F9F9F

Slide [1.1]/ Menu Title: Introduction				
Visual / Display:	Slide Text:	Narration / Voiceover (VO):	Animation / Interaction:	
Background image: Picture of a meeting with participants facing each other. Custom Start and Navigation buttons	How to Create More Inclusive Meetings	Meetings are an efficient way for us to share information and feedback with our team members. They help us increase our productivity as a team while also keeping our day-to-day operations running smoothly. At least, that's how we would like our meetings to function. Did you know that the meeting atmosphere itself can actually have a negative effect on your team's productivity level and on employee retention generally? We want our meetings to strengthen the connections within our teams and to contribute to our overall company culture. To reach this goal, we need to make sure our meetings are inclusive. This course, "How to Create More Inclusive Meetings" is designed for anyone who leads, facilitates, or plans meetings. We'll cover some easy ways you can make your meetings more inclusive. Click on the Navigation button to learn how to navigate the course players. If you are already familiar with the navigation, you can click the Start button to begin the course.	The Navigation and Start buttons will fade in timed with the VO references. Navigation button leads to Slide 1.2. Start button leads to Slide 1.3.	

Slide [1.2]/ Menu Title: Navigation			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
	Navigation	Please take a moment to review the	Callout shapes and text labels
Background image that relates to	Use these options to	course player so you feel comfortable	will fade in timed with their
navigation, semi-transparent	navigate the course.	navigating through our course. If you	reference in the audio.
Arrows or similar callout shapes	Next	know your way around, you may proceed to the next slide.	
with labels that point to the player	Previous	If you want to go backward or forward in	
features	Accessibility Volume	the course, click the previous or next buttons. You can find accessibility options here. Click on the volume icon to adjust the volume. You can click on the replay	
	Replay	button to see the entire slide again. To	
	Seekbar	review a portion of the slide, adjust the seekbar at any time. You can also pause	
	Play/Pause	the player. To resume play, click the same	
	Menu Resources	button again. Use the menu on the left to revisit a slide. Finally, click the Resources tab to learn more about inclusive meetings. Click the next button to begin	
		the course.	

Slide [1.3]/ Menu Title: Learning Objectives				
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
	Learning Objectives	After you've completed this course, you	Rectangle overlay floats onto	
Background: Picture of a meeting,		will be able to describe an inclusive	the screen.	
set at 80% transparency.	After this course, you	meeting, explain the importance of		
	will be able to:	inclusive meetings, and implement	Learning objectives float onto	
Rectangle overlaying picture that is		strategies to make your meetings more	the screen timed with the VO.	
background for the slide text.	Describe an inclusive	inclusive.		
	meeting.		Instructions to click the next	
	Explain the	Click the next button to continue.	button appear on the screen	
	importance of		timed with the VO.	
	inclusive meetings.			

Slide [1.3]/ Menu Title: Learning Objectives				
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
	Identify strategies to make your meetings more inclusive. Click the Next button.		Next button is restricted until VO ends on slide.	

Slide [1.4]/ Menu Title: Inclusive Me	etings		Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Semi-transparent picture of a meeting. Slide text appears on a rectangle	What is an Inclusive Meeting? A meeting purposefully designed to	An inclusive meeting is a meeting that is purposefully designed to include all attendees by making them feel welcome and free to contribute. This is accomplished by both the physical and	Text and button fade in timed with VO. Button is restricted until VO ends. Next button is disabled when
from the palette colors. Rectangular button.	include all attendees.create connection.	psychological construction of the meeting and meeting space. Inclusive meetings are deliberately set up to create and foster connections.	timeline starts.
	Click the button below to learn more. [Button text] Inclusive meetings are	Click the button below to learn more.	

Slide [1.4a]			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Base layer objects show through on this layer.	Welcoming to all attendeesAccessible (See	Inclusive meetings are welcoming to all attendees. The physical meeting space and any documents and presentations at	A rectangle outline the same color as the button from the base layer floats down so that
Four rectangles, each a different palette color, hold the text. They are within a larger rectangle that is the same color as the button on the base layer.	Resources) Respectful of attendee identities Affirming and	the meeting are accessible. For more information on what this means for your meetings, see the Resources section. The meeting is held and conducted in a way that is respectful of every attendee's	it looks like it's coming out of the button. Each rectangle with text floats down into place timed with the VO.
	collaborative	identity. Inclusive meetings are also places where everyone's contribution is encouraged and valued. Click the next button to continue.	An arrow will point to the Resources tab when the VO references the Resources. Next button is enabled when timeline ends on this layer.

Slide [1.5]/ Menu Title: Step 1: Reflect			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background is a lightened version one of the palette colors.	Step 1: Reflect	Before we can make effective changes, we need to take time to reflect on what	Text floats in timed with VO.
	Take some time to	we are currently doing and what kind of	Next button is restricted until
Slide contains an image of a person who looks like they are thinking or	reflect on	response we receive. Take a moment to reflect on your current meeting practices	VO ends.
reflecting on the left side of the	Your current meeting	and how your team responds to them.	
screen.	practices	Right now, is there anything that you know needs to change? Are you seeing	
On the right side of the screen, the text appears in colored rectangles.	How your team responds	resistance to any of your usual meeting practices from your team? What would your ideal meeting look like, and how far	
	Click the Next button.	are you from that now? Click the next button to see more questions to help you with your reflection.	

Slide [1.6]/ Menu Title: Questions for	r Reflection		Objective: [1,2,3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
		Narration / Voiceover: When we schedule meetings, we usually have a specific purpose: there's some information that we need to gather or need to distribute. Often, it's both. We want our meetings to be productive. Did you know that the structure of the meeting itself—when and where it is held, as well as what happens in the meeting—can affect the long-term performance of your team and employee retention? Often, we're so busy thinking about what we want to get out of a meeting in the short-term that we don't think about how our meeting is affecting our team in the long-term.	

Slide [1.6a]/ Menu Title:				
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
The images from the bottom layer show through. A rectangle outline that takes up most of the white portion of the slide flies in from the bottom left. The rectangle outline is in palette	When do you hold your meetings? How is your agenda set?	Think for a moment about how your meetings are set up. How do you choose the dates and times? How is your agenda set? Do you give the agenda to your team in advance? Are team members allowed to add items to the agenda?	Slide returns to base layer when timeline ends.	
colors.	 How is your physical meeting space set up? 	How is your physical meeting space set up? Does the physical setup encourage conversation? Where do you sit? What do you think that conveys to your team?		

Slide [1.6b]/ Menu Title:				
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
Same as 1.6a.	 What happens during discussions? Do you know enough about your team members to find effective strategies? 	Now let's think about what happens during discussions. Do people have enough time to contribute? Who do you wish spoke up more? What could you do to make changes in the way your team members participate in meetings? The strategies that you will use to make changes will often depend on the personalities of your team members. Do you know enough about them to find effective strategies? If not, what can you do to connect with your team members individually and learn more about them?	Slide returns to base layer when timeline ends.	

Slide [1.7]/ Menu Title: Inclusive Prac	Objective: [3]		
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Picture of a meeting room that follows guidelines for inclusive meeting spaces: multiple chairs around each side of the table; no single chairs on the end of the table. All chairs are placed around the table so that people sitting in them could easily see everyone else at the table.	Step 2: Implementing inclusive practices and strategies Button text: Click to learn how this meeting space promotes inclusion.	We sometimes forget that our physical surroundings can contribute to the inclusiveness of our meetings. Click on the button to learn more about how the particular meeting space on this slide promotes inclusion.	The Next button is disabled when the timeline starts.
Slide includes button in one of the palette colors. The button should be placed so that there view of the tables and chairs is not obstructed.			

Slide [1.7a]		Objective: [3]	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same background as 1.8	Clear view of everyone	Take some time to look at how the tables and chairs are arranged in this meeting	The Next button is enabled when the VO finishes on this
Rectangle in one of the palette colors forms the background for the text.	Multiple chairs on each side	space. The chairs are placed so that people can easily see each other. There are also multiple chairs on each side. This refrains from singling out the people at the shorter ends of the table, who are often sitting by themselves. Click the next button to continue.	layer.

Slide [1.8]/ Menu Title: Logistics	Objective: [1,2,3]		
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
This slide contains an accordion-style interaction. There are four rectangular tabs that take up 1/4 to 1/3 of the slide width. The rest of the space is used to show the content of each tab. The tabs are shown vertically. Each tab is a different palette color. The accordion cover picture shows a meeting scene.	Logistics Click on the tabs to learn more. Meeting Dates Meeting Times Room Setup Food	Part of making your meetings more inclusive involved considering the logistics of your meetings. This includes thinking about your meeting dates, meeting times, the room setup, and the food that is served. Click on the tabs to learn more. When you have viewed all the tabs, click on the next button to continue.	The directions will fade in timed with the VO reference. The learner will be able to click on the tabs once the VO on this layer ends. When the learner clicks on the tab, the accordion will open to its corresponding layer. Each layer will show the accordion in the open position and have content related to the tab title.
			The learner will be able to advance to the next slide once all tabs have been visited.

Slide [1.8a]					
Visual / Display:	Sli	de Text:	Narration / Voiceover:	Animation / Interaction:	
The background for this tab is a	•	Check the Diversity	When you are scheduling a meeting, how	An arrow will point to the	
calendar picture. Any extra space		Calendar (see	do you pick the day? Before scheduling a	Resources tab when the VO	
around the image is the same color		Resources)	meeting or an important event, check the	references the Resources.	
as the tab.			diversity calendar to make sure that you		
			aren't scheduling on an important		
Slide text is in a colored rectangle			religious or cultural holiday for your team		
that overlays the background			members.		
picture. If the background image					
takes up the whole accordion space,			There's a link to the Diversity Calendar in		
use the same color as the tab for			the Resources. This calendar		
the rectangle. If the image does not			lists most of the important religious and		
cover the entire accordion space,			cultural holidays.		
use a different palette color for the					
rectangle.					

Slide [1.8b]					
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:		
The background picture is a clock. Any extra space around the image is the same color as the tab. Slide text is in a colored rectangle that overlays the background picture. If the background image takes up the whole accordion space, use the same color as the tab for the rectangle. If the image does not cover the entire accordion space, use a different palette color for the rectangle.	Have you asked your team members when they prefer to meet?	What time of day do you usually hold your meeting? Are there any that start right at the beginning of the workday or that continue until the very end of the day? Most people need a few minutes when they arrive at work to get settled in and begin their day. They also might need to leave right at the end of the day so that they aren't late for other commitments. If your meeting is at the end of the day and runs long, they might need to leave and miss the end of the meeting. If you can, try to leave at least 10-15 minutes at the start and the end of the day without meetings to give your team members time to transition. Building in this transition time means that they will be more able to focus on the meeting. Have you asked your team members when they prefer to meet? If your team members also observe certain religious customs, like set times for prayer, asking them when they prefer to meet will help you avoid scheduling meetings during those times. Additionally, some people have certain parts of the day when they know they are more productive. If your team members have similar productivity times, you may want to avoid scheduling your meetings during those blocks if you can.	Slide text will fade in timed with VO.		

Slide [1.8b]					
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:		
		You'll find your team and your meetings are more productive. Simply asking your team about their preferred meeting times shows that they have an impact on the decisions you make and that you want to hear from them.			

Visual / Display: Slide Text: Marration / Voiceover: How are your meeting rooms set u want the physical meeting space to that everyone is welcome and include this meeting. That means positioning furniture in a way that makes conversation easy and minimizes possible that overlays the background picture. If the background image takes up the whole accordion space, use the same color as the table. Slide Text: Make conversation easy want the physical meeting space to that everyone is welcome and include that everyone available that everyone is welcome and include that everyone is welcome and include that everyone available that everyone is welcome and include that everyone is welcome and include that everyone available that everyone is welcome and include that everyone is welcome and include that everyone available that everyone is welcome and include that everyone is welcome and include that everyone is welcome and included that everyone is welcome and include that everyone available that everyone is welcome and include that ever	Slide [1.8c]						
The background picture is a meeting room that is set up with chairs on all sides of a table. Chairs should be facing toward each other. There should be multiple chairs on each side of the table. Any extra space around the image is the same color as the tab. Slide text is in a colored rectangle that overlays the background picture. If the background picture. If the background image takes up the whole accordion space, use the same color as the tab for the rectangle. If the image does not	on / Voiceove	Narration		de Text:	Slide Text:		Visual / Display:
the rectangle. If the image does not the table.	e your meeting e physical meeryone is welceting. That mee in a way that ation easy and a second of the table? The table of the tesingle chair, a side of the tesingle chair, a side of the tesingle chair, and the table? The table of the tesingle chair, a side of the tesingle chair, and table?	How are y want the that every this meet furniture conversat dynamics single chathe table? head of the emphasiz room. If y on every savoid the	gle chairs y see e cive to any	Make conversation easy Avoid single chair Can easily see everyone Be attentive to ar	Make conceasyAvoid sinceCan easingeveryonBe atten	chairs on all hould be r. There s on each stra space same color rectangle ound ad image rdion space,	Visual / Display: The background picture is room that is set up with classides of a table. Chairs should be multiple chairs side of the table. Any extraorund the image is the sate as the tab. Slide text is in a colored rethat overlays the background takes up the whole according to the sate of the table.
cover the entire accordion space, You also want to have chairs position	sides instead	the long s				e tab for	use the same color as the
use a different palette color for the rectangle. so that everyone can see everyone faces easily without having to turn around in their seats.	everyone can sily without h	so that ev faces easi				•	use a different palette colo

Slide [1.8c]						
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:			
Slide text is in a colored rectangle		This encourages group conversation and	Text will fade in timed with the			
that overlays the background		also makes the meeting more accessible	VO.			
picture. If the background image		for anyone who might read lips or need				
takes up the whole accordion space,		to have a clear view of facial expressions				
use the same color as the tab for		to fully participate in the meeting.				
the rectangle. If the image does not		You also want to be aware of any other				
cover the entire accordion space,		needs your team members have for				
use a different palette color for the		where they are positioned in the space.				
rectangle.		For example, some veterans and trauma				
		survivors need to sit with their backs to				
		the wall and with a clear view of the				
		doorway and any other entrance to the				
		room. Some may prefer the corner of the				
		room at the furthest point from the door				
		for this reason. If you have an employee				
		who has mentioned this to you or who				
		always seems uncomfortable sitting in a				
		place other than the corner, make sure				
		that seat stays open for them. You don't				
		have to tell the other team members why				
		the seat needs to remain open; you can				
		simply place a notebook or something				
		else there to indicate that the seat is not				
		available.				
		emphasize the power dynamics in the				
		room. If you can, have at least two chairs				
		on every side of the table. If you can't				
		avoid the single chair, try to sit on one of				
		the long sides instead of at the head of				
		the table.				
		You also want to have chairs positioned				
		so that everyone can see everyone else's				
		faces easily without having to turn				
		around in their seats. This encourages				

Slide [1.8c]			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
		group conversation and also makes the	
		meeting more accessible for anyone who	
		might read lips or need to have a clear	
		view of facial expressions to fully	
		participate in the meeting.	
		You also want to be aware of any other	
		needs your team members have for	
		where they are positioned in the space.	
		For example, some veterans and trauma	
		survivors need to sit with their backs to	
		the wall and with a clear view of the	
		doorway and any other entrance to the	
		room. Some may prefer the corner of the	
		room at the furthest point from the door	
		for this reason. If you have an employee	
		who has mentioned this to you or who	
		always seems uncomfortable sitting in a	
		place other than the corner, make sure	
		that seat stays open for them. You don't	
		have to tell the other team members why	
		the seat needs to remain open; you can	
		simply place a notebook or something	
		else there to indicate that the seat is not	
		available.	

Slide [1.8d]	Objective: [3]		
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
The background picture is foods	Make sure you have	Sharing food can be a great way to create	Text fades in timed with VO.
that can be seen to meet the	choices for everyone:	a relaxed atmosphere that contributes to	After "includes choices for all
requirements that match the slide	kosher	group connection. This only works as long	of your team members", initial
text (an easy match would be one	halal	as the kinds of food and beverages you	text fades out of colored
that focuses on fruits and	 vegetarian 	serve at your meetings include options	rectangle.
vegetables).	vegan	for everyone.	

Animation / Interaction: The colored rectangle overlay should stay on the screen. The second section of text, "Ask for feedback" "See
ian, should stay on the screen. The second section of text,
l of ck you d to od oo n or now on't nat a , like lake
e al control to the c

Slide [1.9] Knowledge Check						
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:			
	Slide Text: Knowledge Check [Jayna's callout] Martin, I'm glad I ran into you. We need to set up the meetings for the next quarter. Do you have time to talk about some of the meeting details? [Martin's callout] Yes, I have a couple of minutes. [Jayna's callout] Great! Here's a list of the dates I want to hold the meetings. Will you please see what conference rooms are available?	Let's take a quick break to check what you've learned so far. Jayna is planning her next team meeting with her assistant Martin. Martin has recently taken the Inclusive Meetings training. [Jayna] Martin, I'm glad I ran into you. We need to set up the meetings for the next quarter. Do you have time to talk about some of the meeting details? [Martin] Yes, I have a couple of minutes. [Jayna] Great! Here's a list of the dates I want to hold the meetings. Will you please see what conference rooms are available?	Animation / Interaction: The Next button is disabled at the start of the slide. Jayna animates in from the left of the screen. Callout shapes track Jayna's part of the conversation. The text fades in timed with the voiceover. Martin's response options appear when the VO saying "How should Martin respond" starts. Clicking on response 1 leads to 1.9a. Clicking on response 2 leads to 1.9b.			
	[Response options] 1. Yes, I'll book conference rooms. 2. Before I book the conference rooms, I'll check the diversity calendar and follow up with you if we need to change any dates.	How should Martin respond to Jayna? Click on the correct answer.				

Slide [1.9a]	Objective:		
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Office background is the same as 1.9.	[Martin's callout]. Wait, Jayna. You know, I really should check the	[Martin]. Wait, Jayna. You know, I really should check the diversity calendar to make sure the meeting dates don't fall on	Martin and Jayna avatars fade in.
Jayna avatar is the same as on the base layer. Martin avatar looks concerned or thoughtful.	diversity calendar to make sure the meeting dates don't fall on	religious or culturally significant days that might affect some of our team members.	Martin's callout text fades in timed with the VO.
Martin's callout shape shows through from the base layer.	religious or culturally significant days that might affect some of our team members.	[Narrator] Click the next button to continue.	Directions fade in timed with the VO. Next button activates at the end of the timeline.
	[Directions] Click the next button.		

Slide [1.9b]	Objective:		
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Office background is the same as 1.9.	[Directions] Click the next button.	[Jayna] I didn't think of that, Martin. Thank you!	Jayna's callout text fades in with the VO.
Jayna avatar and Martin avatars are facing the learner and smiling.	[Jayna's callout] I didn't think of that, Martin. Thank you!	[Narrator] Click the next button to continue.	Directions fade in with the VO.

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
The office setting is the same as Slide 1.9. Jayna and Martin avatars are in the same position on the screen as they were in Slide 1.9. They look like they are talking to each other.	Knowledge check [Martin's callout] What time did you want to hold the meetings, Jayna? [Jayna] I really like to hold my meetings first thing in the morning. Would you please book them for 8 am? [Response options] 1. I'll book them for 8 am. 2. I know you like early meetings. Since we have two new team members, I was thinking I would send out a quick survey first asking when people prefer to meet. [Directions] Click on the correct answer.	[Jayna] I really like to hold my meetings first thing in the morning. I was thinking 8 am would be the best time. Would you please book them for then? [Narrator] Pick how Martin should respond to Jayna. Click on the correct answer.	The Next button is disabled at the start of the slide. Callout shapes track Martin's and Jayna's part of the conversation. The text fades in timed with the voiceover. Directions fade in with the VO

Slide [1.10a]			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Office background is the same as 1.10.	[Martin callout] On second thought, I think we might want to survey	[Martin] On second thought, Jayna, I'm not sure everyone is as productive as you are first thing in the morning. I think we	Callout shapes track Martin's and Jayna's part of the conversation. The text fades in
Jayna avatar is the same as on the base layer. Martin avatar looks	the team members.	might want to survey the team members about what times would work best for	timed with the voiceover.
concerned or thoughtful.	[Jayna callout]. That's a good idea, Martin.	them. I can send you a list of times that will work best for everyone, if that's okay.	Directions fade in with the VO.
Martin's callout shape shows	Thanks for thinking of it.		The Next button is enabled at
through from the base layer.	[Directions] Click the next button.	[Jayna]. Great idea, Martin! Thanks for thinking of it. That will help make our meetings more inclusive and efficient.	the end of the VO.
		[Narrator] Click the next button to continue.	

Slide [1.10b]			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Jayna avatar and Martin avatars are facing the learner and smiling.	[Jayna callout] Great idea, Martin! That will help make our meetings more inclusive and efficient. [Directions] Click the next button.	[Jayna] Great idea, Martin! That will help make our meetings more inclusive and efficient. [Narrator] Click the next button to continue.	Callout shapes track Jayna's part of the conversation. The text fades in timed with the voiceover. Directions fade in with the VO. The Next button is enabled at the end of the VO.

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same office background as 1.9 and 1.10. Martin avatar is on the left side of the screen. He is looking down at a tablet, and he looks concerned.	[Response options] 1. Book the room since it is available at their preferred time. 2. Find another time or day that works for everyone where they sit facing each other in a smaller conference room. [Directions] Click on the correct answer.	After checking for available conference rooms, Martin finds that the only available room is a larger, auditorium-style room with rows of seats. Their team is only 10 people. What should he do? Click on the correct answer.	The Next button is disabled at the start of the slide. Response options fade in at the end of the audio. Directions fade in with the VO.

Slide [1.11a]			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same background office setting as 1.11.	[Marcus callout] It's important to be in a	[Martin] The auditorium-style room will make our discussion difficult because we	Directions fade in with the VO.
Marcus avatar is thinking and is in the same place as on slide 1.11. His callout is a thought bubble.	space that allows easy conversation. [Directions] Click the next button.	won't be facing each other. It's important for us to be in a meeting space that allows for easy conversation. This is especially true because we have new team members who are still getting to know everyone.	The Next button is enabled at the end of the VO.
		[Narrator] Click the next button to continue.	

Slide [1.11b]			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same background office setting as 1.11.	[Directions] Click the next button.	Yes! Martin is making the meeting more inclusive by finding a conference room	Directions fade in with the VO.
Marcus avatar is smiling and is in the same position as on 1.11.		that allows for easy conversation. This is especially important to help the new team members feel more included.	The Next button is enabled at the end of the VO.
		Click the next button to continue.	

Slide [1.12]/ Menu Title: Power Dyna	Objective: [1,2,3]		
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background is white or a neutral	Leveling Power	You can also make your meetings more	The Next button is restricted at
color.	Dynamics	inclusive by leveling the power dynamics.	the start of the slide.
		Let's look at two different ways to work	
Left 1/3 of slide contains image that		toward that goal. Click on the buttons to	Buttons will be clickable after
indicates a team atmosphere,		learn more. When you have finished	VO ends on this layer.
similar to this:		viewing the information, click on the next	
		button to continue.	The Next button is enabled
			when both button layers have been visited.
The slide contains two buttons, one			
that says Setting the Agenda and			
the other that says in the same			
palette color. These buttons are on			
the right of the picture.			

Slide [1.12a]/ Menu Title: Power Dynamics				
Visual / Display:	Slide Text:	Narration / Voiceover:		
Left half of the slide has a picture of an agenda. Right half of the slide is white or a neutral color. Text appears in a rectangle from the palette colors.	 Leveling Power Dynamics Send the agenda out early Ask team members if they have anything to add 	Consider how you set and publicize the agenda for your meetings. If possible, send the agenda out early, and ask your team members if there's anything else they'd like to include. Repeat this request at the start of the meeting.	Text will fade in timed with VO.	

Slide [1.12b]				
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
Background picture shows a group in a discussion around a table. Text appears in a rectangle from the palette colors.	Leveling Power Dynamics Allow: Plenty of time Everyone to contribute Circle back discussion	Make sure that you allow ample time for discussion in your meeting, and make sure everyone has a chance to ask questions and contribute. Allow people to circle back to points made earlier if they need further clarification or want to add something.	Text will fade in timed with VO.	

Slide [1.13]/ Menu Title: Welcoming Atmosphere			Objective: [1,3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Slide background is white or a neutral color. Slide contains two buttons in one of the palette colors near the top of the slide. One button is labeled "Start of the meeting" and the other is labeled "During the meeting".	Welcoming Atmosphere Click on the buttons below to learn more.	Now that we've thought about the meeting logistics and power dynamics, let's look at what else we can do in the meeting itself to create an inclusive and welcoming atmosphere.	

Slide [1.13]/ Menu Title: Welcoming Atmosphere			Objective: [1,3]
Visual / Display:	Slide Text:	Visual / Display:	Slide Text:
They are side by side on the top ¼		When you have finished viewing the	
of the screen, just below the title		information, click on the next button to	
and under the directions.		continue.	

Slide [1.13a]				
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
The Base Layer is visible on this layer. A large rectangular border matches the color of the button. There is a smaller rectangle inside the border that is a different palette color. All text appears on this colored rectangle.	 Greet everyone warmly and by name. Start with a quick check-in question. Set ground rules and enforce them. 	Whether you're the first to arrive or one of the last, greet everyone warmly and by name. Start with a quick check-in question so that everyone has a chance to speak. Most importantly, have the group set and agree to a set of ground rules that help foster inclusion at the beginning of the meeting, and enforce them throughout the meeting. You will likely only need to do this once. Make a record of the rules in the meeting minutes and distribute them. This way, you'll be able to refer back to the ground rules you all set when issues arise. When a new member joins the team, make sure to revisit the ground rules and make any changes the group thinks is necessary. You may also want to review the rules as a team periodically to make sure they are still working for all team members.	The rectangular border fades in from top to bottom under the "Start of the meeting" button. The text fades into the border area timed with the VO.	

Slide [1.13b]			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
The Base Layer is visible on this layer. A large rectangular border matches the color of the button. There is a smaller rectangle inside the border that is a different palette color. All text appears on this colored	 Actively facilitate and mediate. Remain engaged. Thank participants and ask for feedback. 	During the meeting, actively facilitate and mediate. When do you need to step into the conversation, and when do you need to step back? Watch for those who aren't talking and invite them into the conversation. Remain engaged with your team throughout the whole meeting. At the end of the meeting, thank your team members for attending and ask them for	The rectangular border fades in from top to bottom under the "Start of the meeting" button. The text fades into the border area timed with the VO.
rectangle.		their feedback.	

Slide [1.14]/ Menu Title: Your Turn [hidden from main menu]			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Slide background is white or a neutral color.	Your Turn What one change will you make to your meetings to make them more inclusive?	Now, it's your turn. We've discussed a variety of ways to make your meetings more inclusive. What one change will you make to your meetings? Type your answer in the grey box. When you are finished, click the Submit button.	Slide is a Freeform Text Entry slide.
	When you are finished, click Submit.		

Slide [1.15]/ Menu Title: Summary			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background picture is of a meeting. Picture is Transparent. Text appears	Summary ■ What inclusive	Let's take a moment to review. We've covered what inclusive meetings are and	Text fades in timed with VO.
on top of the picture in solid	meetings are and	how they benefit our teams, how to	
rectangles that are in palette colors.	how they benefit our	reflect on our meeting practices and their	
	teams	impacts, and some simple strategies to	
		make our meetings more inclusive.	

How to reflect on our meeting practices and their	Now, let's see how well you can apply the information you've learned.	
 impacts Simple strategies to make meetings more inclusive. 	Click the next button to continue.	
Click the Next button.		

Slide [1.16]/ Menu Title: Assessment				
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
Background is a solid palette color.	Assessment	It's time for your assessment. You'll answer 5 questions. You must earn 80%	"Ready to start?" text fades in when VO reaches "When	
A solid line appears under information about the quiz.	This quiz contains 5 questions. The questions are multiple choice. You must score 80% to pass the quiz. Ready to start? Click the Next button to begin.	to pass the quiz. When you're ready, click the Next button to start the Quiz.	you're ready" Learner will be able to retake the entire quiz at the end if they do not pass.	

Slide [1.17]/ Menu Title: [All assessm	ent slide titles should be h	idden from the Menu]	Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
All 5 assessment question slides	Assessment	Select all that apply and click submit.	Results slide 1.20; graded quiz
should have the same layout and		A manager who hasn't taken the Inclusive	slide—multiple response.
formatting.	Select all that apply and	Meetings training yet is asking you what	
	click Submit.	benefits inclusive meetings will have for	The learner should not get
The background is a solid palette		her team. Which of the following answers	immediate feedback with the
color.	[Question]	would you give?	Correct or Incorrect feedback
	A manager who hasn't		layers. They should answer all
The question text appears larger	taken the Inclusive		of the questions sequentially
than the text for the answer	Meetings training yet is		first in the graded assessment,
choices.	talking to you and asking		

Slide [1.17]/ Menu Title: [All a	assessment slide titles should be l	nidden from the Menu]	Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
	what benefits inclusive		then receive their score on the
	meetings will have for		Results page.
	her team. Which of the		
	following answers would		If they do not pass, they can
	you give?		come back and review the
			quiz.
	[Answer choices]		
	Inclusive meetings make		
	all team members feel		
	valued and contribute to		
	employee retention.		
	Inclusive meetings sive		
	Inclusive meetings give everyone the		
	opportunity to present		
	their best ideas.		
	then best ideas.		
	Inclusive meetings		
	enable all team		
	members to contribute		
	their best ideas.		
	Inclusive meetings		
	create cohesive teams		
	that work better		
	together.		
	[All answers are correct		
	and should be selected]		

Slide [1.18a]			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual layout for slides 1.15a,	[Feedback]		Learner can click Next to
1.16a, 1.17a, 1.18a, and 1.19	Inclusive Meetings have		advance through the review
	all of these benefits and		feedback.
Rectangle containing feedback is	more.		
one of the palette colors.			

Slide [1.18a]			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Base layer showing question and answers is showing with correct answers indicated.			

Slide [1.19]/ Menu Title: [All assessment slide titles should be hidden from the Menu] Objective: [1]				
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
Same visual layout for Slides 1.15, 1.16, 1.17, 1.18, and 1.19	Assessment Select the best answer and click Submit. [Question] Finish this sentence: Inclusive meetings are deliberately structured so that [Answer choices] • all meeting attendees agree. • as many people as possible can attend.	Select the best answer and click submit. Finish this sentence. Inclusive meetings are deliberately structured so that	Results slide 1.20; graded quiz slide—multiple choice. The learner should not get immediate feedback with the Correct or Incorrect feedback layers. They should answer all of the questions sequentially first in the graded assessment, then receive their score on the Results page. If they do not pass, they can come back and review the quiz.	

Slide [1.19]/ Menu Title: [All assessment slide titles should be hidden from the Menu]			Objective: [1]
Visual / Display:	Slide Text:	Visual / Display:	Slide Text:
	meeting atten feel included a welcome at th meeting. [Corr answer]	e	
	• they do not int with the lunch		

Slide [1.19a]			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual layout for slides 1.15a, 1.16a, 1.17a, 1.18a, and 1.19	[Feedback] Inclusive meetings are		Learner can click Next to advance through the review
Rectangle containing feedback is one of the palette colors.	meetings where the details are structured so that all meeting attendees feel included		feedback.
Base layer showing question and answers is showing with correct answers indicated.	in the meeting.		

Slide [1.20]/ Menu Title: [All assessment slide titles should be hidden from the Menu]			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual layout for Slides 1.15, 1.16, 1.17, 1.18, and 1.19	Assessment	Select all that apply and click submit.	Same settings for Slides 1.15, 1.17, and 1.18
	Select all that apply and click Submit.	You've noticed that two of your team members are especially quiet during the meetings. You know they have great	

isual / Display: Slide Text: [Question]	Narration / Voiceover:	Animation / Internations
[Question]	Wallation / VoiceOver.	Animation / Interaction:
You've noticed that two of your team members are especially quiet during the meetings. You know they have great ideas, and you'd like them to share more with the group. Which of these strategies could you try? [Answer choices] • Actively facilitate and mediate the discussion, inviting these team members to speak. [Correct answer] • Approach these team members before the meeting and tell them you need them to talk more. • Start the meeting with a brief check-in to encourage everyone to talk. • Approach these team members one-on-one and tell	ideas, and you'd like them to share more with the group. Which of these strategies could you try?	Animation / Interaction:

Slide [1.20]/ Menu Title: [All assessment slide titles should be hidden from the Menu]			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
	really appreciate their		
	input during the		
	meeting. Ask them wha	ıt	
	you can do to help then	n	
	share their ideas with		
	the group. [Correct		
	answer]		

Slide [1.20a]	Slide [1.20a]			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
Same visual layout for slides 1.15a,	[Feedback]		Learner can click Next to	
1.16a, 1.17a, 1.18a, and 1.19	You can try actively		advance through the review	
	facilitating the		feedback.	
Rectangle containing feedback is one of the palette colors.	discussion, starting the meeting with a brief check-in, or approaching			
Base layer showing question and answers is showing with correct answers indicated.	these team members one-on-one and asking what you can do to help them share with the group. All of these are inclusive ways to encourage your team members to talk more.			

Slide [1.21]/ Menu Title: [All assessn			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual layout for Slides 1.15, 1.16, 1.17, 1.18, and 1.19	Assessment [Directions] Select all that apply and click submit. [Question] At your morning meetings, you usually serve coffee, juice, bagels, and muffins. What can you do to make the food choices more inclusive? [Answer choices] • Make sure that ingredient and allergen information is displayed for all prepared food. [Correct answer] • Nothing. This menu is fine. • Include a variety of fruit and add water to cover more dietary needs. [Correct answer] • Just skip serving food because it would be easier.	Select all that apply and click submit. At your morning meetings, you usually serve coffee, juice, bagels, and muffins. What can you do to make the food choices more inclusive?	Same settings for Slides 1.15, 1.16, 1.17, 1.18, and 1.19

Slide [1.21a]			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual layout for slides 1.15a,	[Feedback]		Learner can click Next to
1.16a, 1.17a, 1.18a, and 1.19	To be as inclusive as possible, add fruit and		advance through the review feedback.
Rectangle containing feedback is one of the palette colors.	water to the menu and display ingredient lists and allergen		
Base layer showing question and answers is showing with correct answers indicated.	information.		

Slide [1.22]/ Menu Title: [All assessn	nent slide titles should be h	idden from the Menu]	Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual layout for Slides 1.15, 1.16, 1.17, 1.18, and 1.19	[Directions] Select the best answer and click Submit. [Question] You are setting up the meeting dates for the next quarter so that you can reserve room space. What should you do before you finalize the meeting dates to make your meetings more inclusive? [Answer choices]	Select the best answer and click submit. You are setting up the meeting dates for the next quarter so that you can reserve room space. What should you do before you finalize the meeting dates to make your meetings more inclusive?	Same settings for Slide 1.16

Find the dates that	
your preferred	

Slide [1.22]/ Menu Title: [All assessi	ment slide titles should be h	idden from the Menu]	Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
	meeting room is available. Check everyone's work calendars and pick a day and time that everyone is free. Set the meetings for the same approximate day, like the first Thursday of every month. Check to make sure none of your proposed meeting dates falls on a religious holiday or other culturally significant day. [Correct answer]		

Slide [1.22a]			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual layout for slides 1.15a,	[Feedback]		Learner can click Next to
1.16a, 1.17a, 1.18a, and 1.19	Before you schedule		advance through the review
	meetings, make sure you		feedback.
Rectangle containing feedback is	review a calendar of		
one of the palette colors.			

important religious and	
cultural holidays.	

Slide [1.22a]/ Menu Title: [All assessment slide titles should be hidden from the Menu]			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Base layer showing question and answers is showing with correct answers indicated.	Avoid scheduling meetings on those days.		

Slide [1.23]/ Menu Title: Results				
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
Background color is white or one of the palette colors.	Results Your Score: XX% Passing Score: YY%	[Narration on layers only]	Use a Results slide to show Success layer 1.20a when the timeline starts if results are equal to or great than the passing score. Show Failure layer 1.20b when the timeline starts if results are less than the passing score. Base layer will be visible (show through) from Success or Failure slide layers. Results variable reference shows the percent score only. Do not show the points variable reference.	

Slide [1.23]/ Menu Title: Results				
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
			Built-in graded quiz variable reference displays learner score where XX appears on slide. 80% to pass shown where YY	
			appears on slide.	

Slide [1.23a]				
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
The Base Layer shows through.	Click on one of the buttons below.	Thank you for taking the quiz.	Review button: shows correct/incorrect response	
The slide contains a green checkmark by the Results.		Congratulations! You passed. You can review your results by clicking on the review quiz button. If you are satisfied	when reviewing. Continue button: jumps to	
		review quiz button. Il you are satisfied	slide 1.21.	

Slide [1.23a]				
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
The slide contains two buttons:		with your results and are ready to move		
"Review Quiz" and "Exit Quiz".		on, please click on the continue button.		
Buttons are in palette colors.				

Slide [1.23b]			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
The Base Layer shows through.		Thank you for taking the quiz.	Retake button: resets Results
			slide and jumps to slide 1.15.
The slide contains a red X by the		Unfortunately, you did not pass. You can	
Results.		review your results by clicking on the	Review button: shows
		review quiz button. When you are ready	correct/incorrect response
		to try the quiz again, please click on the	when reviewing.
		retake quiz button.	

The s	lide contains two buttons:		
"Revie	ew Quiz" and "Retake Quiz".		
Butto	ns are in palette colors.		

Slide [1.24]/ Menu Title: Congratulations!				
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
Picture of multi-color balloons or other celebratory image. Picture takes up ½ to 1/3 of slide and is bordered by palette colors.	You have now completed the course "How to Create More Inclusive Meetings".	Congratulations on completing the Inclusive Meeting course. Now you can explain why inclusive meetings are important and how they benefit our teams, and you're ready to implement strategies for inclusive meetings in your meeting logistics and in the meeting itself. Thank you for doing your part to create an inclusive culture at our company. You may click on the Exit Course button when you are ready to exit the course.	Exit course when user clicks "Exit Course" button.	