

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
 - Topic 1: Meeting Logistics
 - Topic 2: Power Dynamics
 - 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.
 - 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: #292980
 - o Light Purple: #7474A3
 - o Dark Gray: #404040
 - o 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:
Background image that relates to navigation, semi-transparent Arrows or similar callout shapes with labels that point to the player features	Navigation Use these options to navigate the course. Next Previous Accessibility Volume Replay Seekbar Play/Pause Menu Resources	Please take a moment to review the course player so you feel comfortable navigating through our course. If you know your way around, you may proceed to the next slide. If you want to go backward or forward in 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 button to see the entire slide again. To review a portion of the slide, adjust the seekbar at any time. You can also pause the player. To resume play, click the same 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.	Callout shapes and text labels will fade in timed with their reference in the audio.

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

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 Meetings			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: Semi-transparent picture of a meeting. Slide text appears on a rectangle from the palette colors. Rectangular button.	What is an Inclusive Meeting? A meeting purposefully designed to ... - include all attendees. - create connection. Click the button below to learn more. [Button text] Inclusive meetings are...	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 psychological construction of the meeting and meeting space. Inclusive meetings are deliberately set up to create and foster connections. Click the button below to learn more.	Text and button fade in timed with VO. Button is restricted until VO ends. Next button is disabled when timeline starts.

Slide [1.4a]			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Base layer objects show through on this layer. 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.	• Welcoming to all attendees • Accessible (See Resources) • Respectful of attendee identities • Affirming and collaborative	Inclusive meetings are welcoming to all attendees. The physical meeting space and any documents and presentations at 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 identity. Inclusive meetings are also places where everyone's contribution is encouraged and valued. Click the next button to continue.	A rectangle outline the same color as the button from the base layer floats down so that it looks like it's coming out of the button. Each rectangle with text floats down into place timed with the VO. 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. Slide contains an image of a person who looks like they are thinking or reflecting on the left side of the screen. On the right side of the screen, the text appears in colored rectangles.	Step 1: Reflect Take some time to reflect on... Your current meeting practices How your team responds Click the Next button.	Before we can make effective changes, we need to take time to reflect on what we are currently doing and what kind of response we receive. Take a moment to reflect on your current meeting practices and how your team responds to them. Right now, is there anything that you know needs to change? Are you seeing resistance to any of your usual meeting practices from your team? What would your ideal meeting look like, and how far are you from that now? Click the next button to see more questions to help you with your reflection.	Text floats in timed with VO. Next button is restricted until VO ends.

Slide [1.6]/ Menu Title: Questions for Reflection			Objective: [1,2,3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Right third of the slide has images of different meeting settings. Images fade in from left to right so that they don't overlap text. The rest of the slide is white or a neutral color There are two buttons in palette colors.	Questions for Reflection Click on the buttons below. [Button text] Logistics Discussions	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. Let's take some time to think about our current meeting structure from a few different angles: the meeting logistics and our meeting discussions. Click on the buttons for more specific questions to help guide your reflection.	Text appears timed with audio. Buttons are restricted until VO ends. Logistics button leads to layer 1.6a. Discussions button leads to layer 1.6b. Next button is enabled after the learner views both layers.

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 colors.	Meeting logistics • When do you hold your meetings? • How is your agenda set? • How is your physical meeting space set up?	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? 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 returns to base layer when timeline ends.

Slide [1.6b]/ Menu Title:

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as 1.6a.	Discussions • 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 Practices and Strategies			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. 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.	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 [1.7a]			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same background as 1.8 Rectangle in one of the palette colors forms the background for the text.	• Clear view of everyone • Multiple chairs on each side	Take some time to look at how the tables and chairs are arranged in this meeting 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.	The Next button is enabled when the VO finishes on this 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:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
The background for this tab is a calendar picture. 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.	Check the Diversity Calendar (see Resources)	When you are scheduling a meeting, how do you pick the day? Before scheduling a meeting or an important event, check the diversity calendar to make sure that you aren't scheduling on an important religious or cultural holiday for your team members. There's a link to the Diversity Calendar in the Resources. This calendar lists most of the important religious and cultural holidays.	An arrow will point to the Resources tab when the VO references the Resources.

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.	

Slide [1.8c]			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
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 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.	• Make conversation easy • Avoid single chairs • Can easily see everyone • Be attentive to any special seating needs	How are your meeting rooms set up? You want the physical meeting space to signal that everyone is welcome and included at this meeting. That means positioning furniture in a way that makes conversation easy and minimizes power dynamics. For example, do you have single chairs at the head or the foot of the table? Do you take the seat at the head of the table? These single seats can 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.	Text will fade in timed with VO.

Slide [1.8c]

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
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.		This encourages 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. 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	Text will fade in timed with the VO.

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 that can be seen to meet the requirements that match the slide text (an easy match would be one that focuses on fruits and vegetables).	Make sure you have choices for everyone: • kosher • halal • vegetarian • vegan	Sharing food can be a great way to create a relaxed atmosphere that contributes to group connection. This only works as long as the kinds of food and beverages you serve at your meetings include options for everyone.	Text fades in timed with VO. After "includes choices for all of your team members", initial text fades out of colored rectangle.

Slide [1.8d]			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
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.	• health conscious • free from allergens • Ask for feedback • See Resources for more ideas • Refrain from commenting	Make sure you include options for everyone's diet: kosher, halal, vegetarian, vegan, and health conscious. You also want to be aware of any food allergies. In meetings where you are serving light refreshments, in most cases, including a couple of fruit and/or vegetable choices will be sufficient. If you are having a meeting over lunch or dinner, you'll need more substantial options. Similarly, if you are going out to a restaurant as a team, make sure the venue you pick includes choices for all of your team members. You might also want to solicit feedback about the food and beverage options you have at meetings. That might also lead to less food waste. See the Resources section for more ideas on inclusive food choices. Last, refrain from making comments to your team members about how much or how little they are eating. You don't know what is behind the choice, and you don't want to call attention to a behavior that a team member doesn't want to share, like recovering from an eating disorder. Make the food available, but keep any small talk focused on sharing and not on singling out any individual.	The colored rectangle overlay should stay on the screen. The second section of text, "Ask for feedback" "See Resources", and "Refrain from commenting" will fade in to the rectangle timed with the text.

Slide [1.9] Knowledge Check

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
[Slides 1.9, 1.10, and 1.11 have the same office space background] The background is an office setting. Jana and Martin are facing each other. Jayna is on the left third of the slide. Her words appear in a callout. The callout stays on the slide while she's talking, and the words change. Martin's character is facing Jana and is on the right third of the slide. The options for Martin's responses appear on the left third of the slide. The response options appear in different rectangles that are in the palette colors.	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? [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.	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? How should Martin respond to Jayna? Click on the correct answer.	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.

Slide [1.9a]			Objective:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Office background is the same as 1.9. Jayna avatar is the same as on the base layer. Martin avatar looks concerned or thoughtful. Martin's callout shape shows through from the base layer.	[Martin's callout]. Wait, Jayna. You know, I really should check the 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. [Directions] Click the next button.	[Martin]. Wait, Jayna. You know, I really should check the 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. [Narrator] Click the next button to continue.	Martin and Jayna avatars fade in. Martin's callout text fades in timed with the VO. Directions fade in timed with the VO. Next button activates at the end of the timeline.

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

Slide [1.10] [Hidden from menu]

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. Jayna avatar is the same as on the base layer. Martin avatar looks concerned or thoughtful. Martin's callout shape shows through from the base layer.	[Martin callout] On second thought, I think we might want to survey the team members. [Jayna callout]. That's a good idea, Martin. Thanks for thinking of it. [Directions] Click the next button.	[Martin] On second thought, Jayna, I'm not sure everyone is as productive as you are first thing in the morning. I think we might want to survey the team members about what times would work best for them. I can send you a list of times that will work best for everyone, if that's okay. [Jayna]. Great idea, Martin! Thanks for thinking of it. That will help make our meetings more inclusive and efficient. [Narrator] Click the next button to continue.	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. The Next button is enabled at the end of the VO.

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 avatar is thinking and is in the same place as on slide 1.11. His callout is a thought bubble.	[Marcus callout] It's important to be in a space that allows easy conversation. [Directions] Click the next button.	[Martin] The auditorium-style room will make our discussion difficult because we 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. [Narrator] Click the next button to continue.	Directions fade in with the VO. The Next button is enabled at the end of the VO.

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

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

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 of the screen, just below the title and under the directions.		When you have finished viewing the information, click on the next button to 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 rectangle.	- 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 their feedback.	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 [1.14]/ 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? When you are finished, click Submit.	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.

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 on top of the picture in solid rectangles that are in palette colors.	Summary What inclusive meetings are and how they benefit our teams	Let's take a moment to review. We've covered what inclusive meetings are and how they benefit our teams, how to reflect on our meeting practices and their impacts, and some simple strategies to make our meetings more inclusive.	Text fades in timed with VO.

	- How to reflect on our meeting practices and their impacts - Simple strategies to make meetings more inclusive. Click the Next button.	Now, let's see how well you can apply the information you've learned. Click the next button to continue.	
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Slide [1.16]/ Menu Title: Assessment			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background is a solid palette color. A solid line appears under information about the quiz.	Assessment 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.	It's time for your assessment. You'll answer 5 questions. You must earn 80% to pass the quiz. When you're ready, click the Next button to start the Quiz.	"Ready to start?..." text fades in when VO reaches "When 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 assessment slide titles should be hidden from the Menu]			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
All 5 assessment question slides should have the same layout and formatting. The background is a solid palette color. The question text appears larger than the text for the answer choices.	Assessment Select all that apply and click Submit. [Question] A manager who hasn't taken the Inclusive Meetings training yet is talking to you and asking	Select all that apply and click submit. A manager who hasn't taken the Inclusive Meetings training yet is asking you what benefits inclusive meetings will have for her team. Which of the following answers would you give?	Results slide 1.20; graded quiz slide—multiple response. 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,

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

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

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 attendees feel included and welcome at the meeting. [Correct answer] - they do not interfere with the lunch hour.		

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 Rectangle containing feedback is one of the palette colors. Base layer showing question and answers is showing with correct answers indicated.	[Feedback] Inclusive meetings are meetings where the details are structured so that all meeting attendees feel included in the meeting.		Learner can click Next to advance through the review feedback.

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.	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	Same settings for Slides 1.15, 1.17, and 1.18

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:
	[Question] 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 them you would	ideas, and you'd like them to share more with the group. Which of these strategies could you try?	

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 what you can do to help them share their ideas with the group. [Correct answer]		

Slide [1.20a]			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual layout for slides 1.15a, 1.16a, 1.17a, 1.18a, and 1.19 Rectangle containing feedback is one of the palette colors. Base layer showing question and answers is showing with correct answers indicated.	[Feedback] You can try actively facilitating the discussion, starting the meeting with a brief check-in, or approaching 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.		Learner can click Next to advance through the review feedback.

Slide [1.21]/ 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 [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

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

Slide [1.22]/ 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 [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		
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Slide [1.22]/ Menu Title: [All assessment slide titles should be hidden 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, 1.16a, 1.17a, 1.18a, and 1.19 Rectangle containing feedback is one of the palette colors.	[Feedback] Before you schedule meetings, make sure you review a calendar of		Learner can click Next to advance through the review feedback.

	important religious and cultural holidays.		
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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. The slide contains a green checkmark by the Results.	Click on one of the buttons below.	Thank you for taking the quiz. Congratulations! You passed. You can review your results by clicking on the review quiz button. If you are satisfied	Review button: shows correct/incorrect response when reviewing. Continue button: jumps to slide 1.21.

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

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

The slide contains two buttons: “Review Quiz” and “Retake Quiz”. Buttons are in palette colors.			
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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.	Congratulations! 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.