DIVERSITY, EQUITY and INCLUSION (DEI) PRE-MTG. CHECKLIST

Purpose of the Equity Checklist
The purpose of the checklist is to self-reflect and achieve an equity lens before staff meetings and interactions (including facilitation, coaching and providing feedback). This means:

- Calling to the surface the implicit and explicit biases that we all hold about others.
- Having an awareness of your power and privilege before each meeting.
- Remembering that your biases impact your decision-making and engagement as well as other participants.

How to Use the Equity Checklist
Before the start of any interactions and meeting (e.g., meetings, supervision, reflective process, facilitation and coaching), take one minute to read the items on the Checklist and select your response. Marking your response is:

- Electing **Y**es/**N**o/**P**artially for *this moment*. Know there is no right answer.
- * Give yourself time to absorb and process the checklist item before your interaction.

At this time…	Yes/No/Partially
I am focused and ready to give 100% of my attention.	
I am prepared to listen to different perspectives.	
I am aware of the implicit and explicit biases I may bring to the interaction.	
I am aware of how my power and privilege (race, gender, age, position within agency) may impact the conversation.	
I am prepared to be open to different people's expertise and knowledge.	
I have reflected on whose voices and images are prioritized or elevated and who is missing from the conversation.	
I use dignity driven language. (This may be person-first language in some cases, or the language preferred by a participating group e.g. "disabled person")	
I am open to fostering a transparent and authentic exchange of ideas, viewpoints and opinions especially with difficult or unpopular topics or viewpoints.	
I am prepared to disrupt oppression of groups that are typically marginalized.	
I am aware of my own personal buttons and am open to consciously notice and shift my initial response.	

Adapted from the NYC Administration for Children's Services Workforce Institute: https://ncwwi-dms.org/resourcemenu/resource-library/inclusivity-racial-equity/advancing-racial-equity/1648-racial-equity-meeting-checklist-acs/file

Adapted from the University of Maryland Co-Created Checklist for Selecting and Designing Equitable Curriculum: https://docs.google.com/document/d/1hdj8R_lTVr0UenqTEbSAuOHoFr6f_E3QD0X24q2tfGI/edit