



Valuing All Voices

CHECKLIST

To benefit from the strength of its diversity, a team must respect every member's voice.

This checklist provides a series of questions that you and your team can use to make sure you are valuing all voices. You and your team can use this checklist to keep these practices front of mind or use it periodically during team meetings to discuss the extent to which all voices are being heard and valued.

- Have we prepared every team member with the background information they need to contribute?
- What steps can we take to support team members who need additional time or explanation to prepare for or process a meeting?
- Have we identified what each team member brings to the project?
- What actions can we take to show that all ideas are welcome and encourage team members to speak up?
- Have we shown each team member that they are valued and respected?
- Have we set clear expectations about the desired results for this discussion?
- Have we taken steps to ensure that everyone on the team is listening and paying attention to each other?
- Have we tried to bridge, or find connections between, the different points of view expressed during this discussion?